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WIC Index the Government Ontario 1977/78



KWIC Index to the Government of Ontario 1977/78



Ontario

Ministry of
Culture and
Recreation

Citizens'
Inquiry
Branch

Hon. Robert Welch
Minister
Robert D. Johnston
Deputy Minister

77-1307 8/77 1800

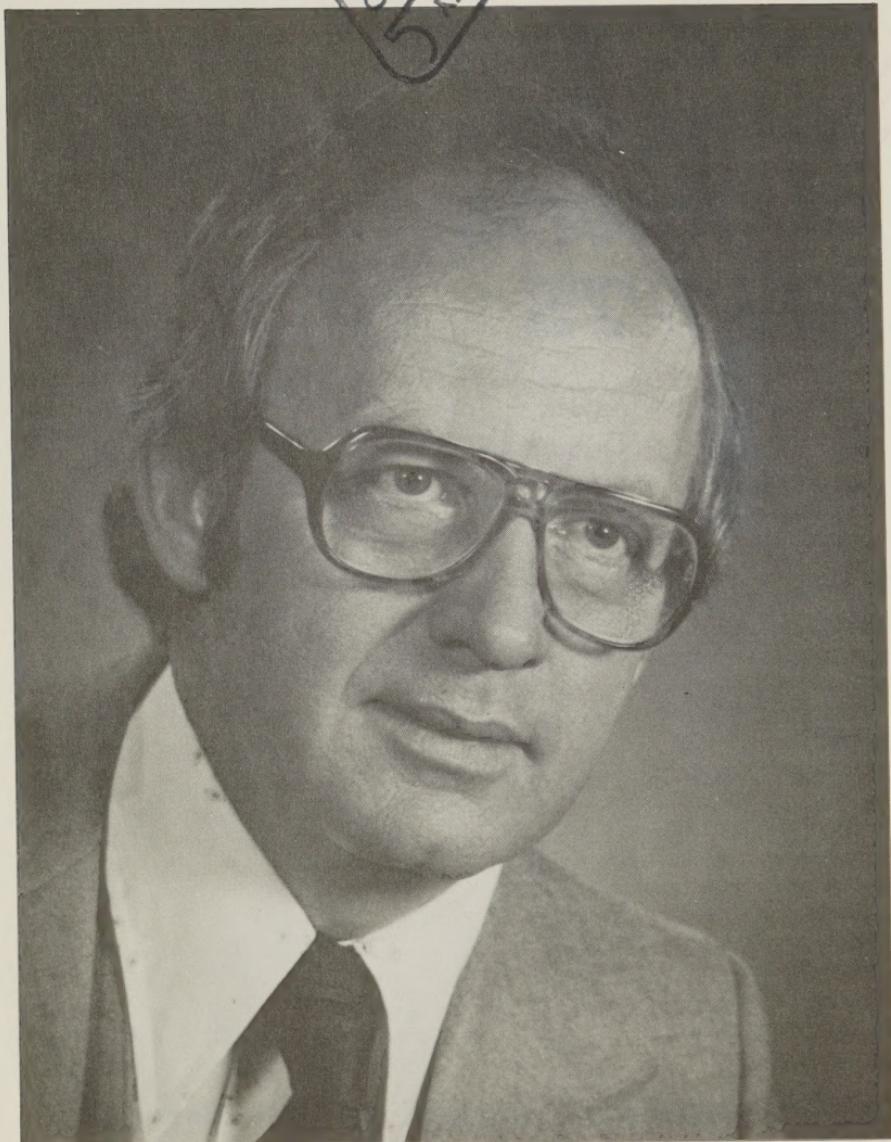
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FOREWORD

It is my pleasure to introduce the 1977/78 edition of the KWIC Index to the Government of Ontario.

The KWIC Index is designed to lead individuals, community groups, libraries and public servants to the right source of information and services in the Ontario Government. You will be able to use the Index more effectively if you first read the section "Tips On Using the KWIC Index".

The Cabinet Committee on Customer Service has recommended that the KWIC Index be readily accessible to Government employees so that they may be more helpful to the public.

We thank all the ministries and agencies for their cooperation in supplying information about their areas and the many users of the KWIC Index 1976/77 for their suggestions, many of which we implemented in this edition. We have capitalized the ministry and branch or agency name at the start of each entry to set that information apart from the rest of the text. There is a list of all key words and their page number in the text at the back of the Index.

I encourage you to contact the Citizens' Inquiry Branch with comments or suggestions that will increase the effectiveness of future editions.

Citizens' Inquiry Branch
Ministry of Culture & Recreation
77 Bloor St. West, 6th Floor
Toronto M7A 2R9
Telephone: 416 965-3535



Hon. Robert Welch, Q.C.
Minister of Culture & Recreation

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TIPS ON USING THE KWIC INDEX

The KWIC (pronounced “quick”) Index gets its name from the Key Word In Context computer system on which it is based.

Key Words

To use the KWIC Index more effectively, follow these steps:

- 1) Identify your area of interest: e.g. You want government financial assistance to develop your farm.
- 2) Select key words which describe or bear upon your subject: e.g. farm, loans, grants, subsidies.
- 3) Look up these words in the Index. After each word are entries listed alphabetically, each describing a branch or agency which deals with some aspect of the key word. Decide which one is most likely to deal with your subject.
- 4) If you cannot find your key word, refer to Appendix A for a synonym in the list of key words used by the Index.

Each entry begins with the Ministry and branch, or agency name. These names are also key words so you can find out what specific Ministries do by looking them up alphabetically by name. To conserve space, Ministry names are abbreviated. See page X for a list of these abbreviations.

Acronyms

Acronyms such as OHIP, OECA are used throughout the Index. See Appendix B for a list of these acronyms and their full names.

Telephone Numbers

All telephone numbers given in the body of an entry are in the 416 area code unless otherwise stated.

Addresses

To write to any Ontario Government Branch or Agency in Toronto, address your letter using the Branch (Agency) Name, the Ministry, Queen’s Park, Toronto.

Regional, District and Field Offices

Most ministries have regional district or field offices throughout Ontario for easy access to their services. Check Appendix D for the Ministry office near you.

Ministerial Responsibility for Acts

Appendix C lists the Acts administered by each Ministry.

Northern Ontario

The Ministry of Northern Affairs coordinates government programs in Northern Ontario. When a Provincial Government service is not available locally, Northern residents are advised to contact their closest Northern Affairs office (see Appendix D).

Children's Services

Responsibility for programs relating to children and youth is being taken over by the new Children's Services Division of the Ministry of Community & Social Services. See Comm Soc Children's Services Division entry for a list of these programs. Consolidation was in process when this edition was prepared so the programs are described here under the originating Ministry. Telephone numbers are not expected to change.

Consumer Information

A clearing-house for Ontario consumer information is being established by the Ministry of Consumer & Commercial Relations to make consumer information more accessible to the public and to assist consumer educators. It is expected to open in November, 1977.

Community Information Centres

Many Ontario communities have community information centres which can give you information on how to contact all levels of government and local agencies. Check your telephone directory or municipal office for local information centres.

Citizens' Inquiry Branch

If after using the KWIC Index you are still unable to contact a source of information in the Ontario Government, please write or call:

Citizens' Inquiry Branch
Ministry of Culture & Recreation
77 Bloor St. West, 6th Floor
Toronto M7A 2R9
Telephone: 416 965-3535

UNDERSTANDING THE GOVERNMENT STRUCTURE

The Basic Units

The basic units of the government structure are the Ministries such as Education, Health, Environment and Labour, each responsible to a Minister in the Cabinet.

Most of the services performed for citizens by these Ministries and some 250 Agencies, Boards and Commissions, are grouped into three organizations covering the broad policy fields of Justice, Resources Development and Social Development.

The work within a policy field is co-ordinated by a different kind of Cabinet Minister – the Provincial Secretary.

The Provincial Secretaries, supported by small secretariats in each field, are responsible for relating policies and priorities that cut across the traditional lines of departmental organization.

Provincial Secretaries guide rather than direct the approaches to the areas of government concern within their policy field. In Cabinet they sit as equals with colleagues who head Ministries having program responsibilities.

In turn, the policy fields report to the Policy and Priorities Board of Cabinet, chaired by the Premier, which brings an over-all perspective to proposals being developed for consideration by Cabinet itself and, eventually, the Legislature.

The Management Board of Cabinet reviews the implementation of new programs and the effectiveness of continuing operations of the Government.

Policy Fields and Ministries

Social Development Policy Field

Ministries: Colleges and Universities
Community and Social Services
Culture and Recreation
Education
Health

Resources Development Policy Field

Ministries: Agriculture and Food
Energy
Environment
Industry and Tourism
Labour
Natural Resources
Northern Affairs
Transportation and Communications

Justice Policy Field

Ministries: Attorney General
Consumer and Commercial Relations
Correctional Services
Solicitor General

Management Board of Cabinet

Civil Service Commission

Ministry of Government Services

Ministry of Housing

Ministry of Revenue

Ministry of Treasury, Economics and

Intergovernmental Affairs

MINISTRY ABBREVIATIONS

AG & FOOD	Ministry of Agriculture & Food
ATT GEN	Ministry of the Attorney General
CCR	Ministry of Consumer & Commercial Relations
CIV SERV	Civil Service Commission
COLL UNIV	Ministry of Colleges & Universities
COMM SOC	Ministry of Community & Social Services
CORR SERV	Ministry of Correctional Services
CULT & REC	Ministry of Culture & Recreation
EDUC	Ministry of Education
ENERGY	Ministry of Energy
ENV	Ministry of the Environment
GOVT SERV	Ministry of Government Services
HEALTH	Ministry of Health
HOUSING	Ministry of Housing
IND & TOUR	Ministry of Industry & Tourism
LABOUR	Ministry of Labour
NAT RES	Ministry of Natural Resources
NORAFFAIRS	Ministry of Northern Affairs
REVENUE	Ministry of Revenue
SOL GEN	Ministry of the Solicitor General
TE & IA	Ministry of Treasury, Economics & Intergovernmental Affairs
TR & COMM	Ministry of Transportation & Communications

ABATEMENT

Abatement, see Pollution

ACCIDENTS

416-965-4121

CCR, BOILERS AND PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

416-965-4111

CCR, ELEVATING DEVICES BR inspects and licenses elevating devices including elevators, escalators, dumbwaiters, moving walks, platform lifts and ski lifts. Reviews and approves designs of new installations and major alterations. Investigates accidents and complaints of unsafe conditions or improper use of elevating devices. Registers contractors involved in maintenance and monitors their performance.

416-965-6701

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) compensates victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act.

416-965-4334

HEALTH, HEALTH PROMOTION BR HEALTH EDUCATION Consultants provide information on programs in accidents prevention, smoking and health, physical fitness. See also other sections in Health Health Promotion Br described separately.

416-965-8510

LABOUR, MINES ENGINEERING BR reviews, advises on and approves pre-development plans of new mining and metallurgical companies in compliance with Ontario Government legislation protecting the health and safety of employees. Ensures that the operations of mines and plants are carried out in a safe and orderly way. Investigates accidents and complaints. Trains mine rescue personnel. Tests hoist cables. Contact Queen's Park or district offices.

416-248-3381

TR & COMM, EXTERNAL RELATIONS DIVISION provides legal services for the ministry through the Office of Legal Services (248-3617). The Division Support & Claims Branch (248-3127) handles insurance claims against the Crown for

2 - ACCOMMODATION

injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles; processes claims for personal injury involving government employees where a third party is involved and the employee has accepted Workmen's Compensation.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies: vehicle stability, braking and handling including effects of mechanical and structural condition, as related to operational performance and safety; impact of new vehicle standards and provincial highway regulations on safety; driver characteristics and commercial vehicle accidents data and statistics.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. A claimant who does not agree with a WCB decision may appeal his or her case. In addition, the Board underwrites the educational programs of nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre (H&RC) is in Downsview (Northwest Toronto). The Board maintains two information offices in Toronto and area offices in eight other Ontario cities. The WCB reports through the Minister of Labour to the Legislature. Contact Head Office or area offices.

ACCOMMODATION

Accommodation, see Govt Serv Program Management Br, Govt Serv Design Services Br, also Administrative Services.

ACCOUNTING

Accounting Branch in each ministry is responsible for general accounting functions including payroll and expense account services, accounts payable, and financial liaison with Management Board, the Provincial Auditor and other government ministries and agencies.

416-965-1159

AG & FOOD, ACCOUNTS BR besides being responsible for the ministry's accounting function, handles general questions

about grants under the farm development program. For a description of accounting function, see first entry under accounting.

416-965-1291

ATT GEN, FINANCIAL MANAGEMENT BR provides the Ministry with these services: development of estimates and budget control (Tel. 965-1291), accounting, including accounts payable (965-4291) and payroll (965-1135); office services, including procurement of assets and supplies (965-2845), central filing, transportation and delivery (965-2989); printing and duplicating (965-2818) and central mailing (965-2980). For further description of functions, see first entries under administrative services, financial management and accounting.

416-965-5921

COLL UNIV, ACCOUNTS AND ADMIN SERVICES BR performs the accounting (phone: 965-9051) and administrative services (phone: 965-6426) functions for the ministry. Accounting includes processing and distribution of student awards and operating funds for post-secondary institutions, as calculated by the Student Awards and Institutional Accounting branches, respectively. For a description of accounting and administrative service functions, see first entries under accounting and administrative services.

416-965-2150

COLL UNIV, INSTITUTIONAL ACCOUNTING and Architectural Services Br administers all transfer payment programs to universities and Colleges of Applied Arts and Technology (CAAT) and related institutions for operating and capital purposes. Prepares claims on federal-provincial cost sharing programs. Maintains an overview of the physical facilities of universities and colleges, and provides architectural advice to the ministry. To refer specific inquiries, phone 965-5237 for transfer payments (operating); 965-5238 for capital funds; 965-5239 for shared cost programs; 965-6563 for architectural services.

416-965-2371

COMM SOC, ACCOUNTS BR is responsible for the ministry's accounting functions. For a description of branch activities see first entry under accounting.

416-965-4335

CORR SERV, ACCOUNTS Section is responsible for the ministry's accounting functions. For a description of section activities see the first entry under accounting.

416-965-4832

CULT & REC, FINANCE BR provides the ministry with financial management and accounting services including payment of grants. For further description of functions, see first entries under accounting and financial management. In addition the branch establishes ministry accounting and financial policy and handles pre-audit of financial transactions.

416-965-2611

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611), accounting (965-2612), and audit (965-5833), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

416-965-6981

ENV, FINANCIAL SERVICES BR provides the ministry with financial management and accounting services. For further description of functions see first entries under financial management and accounting.

416-965-2153

GOVT SERV, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entries under financial management and accounting.

416-965-5053

HEALTH, FINANCE AND ACCOUNTING BR provides financial information to management; establishes the Ministry's accounting policies and manages its payment systems. The latter encompass payments to hospitals and related facilities, payments for suppliers' goods and services, salaries, and payments under special programs such as Homes for Special Care and Extended Health Care programs (965-1505) as well as the Ontario Drug Benefit Program (965-9337). For a description of accounting function, see first entry under accounting.

416-965-9762

HOUSING, FINANCE BR supplies the ministry with financial management services. For a description of activities see first entries under financial management and accounting.

416-965-4303

IND & TOUR, FINANCE & SYSTEMS BR Estimates and Financial Reports Section coordinates multi-year plan and other related submissions. Develops internal financial information

systems. Accounts Section (965-5296) is responsible for ministry's accounting services. For description of functions see first entry under accounting. Systems Development Section (965-1873) develops and programs computer based applications for the ministry.

416-965-4148

LABOUR, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entries under financial management and accounting.

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-965-2907

REVENUE, ADMINISTRATIVE & FINANCIAL SERVICES BR. Administration Section (965-2907) provides the ministry with administrative services. For a description of functions see first entry under administrative services. Finance Section (965-1706) performs the financial service and accounting functions. For a description of activities see first entry under accounting or financial management.

416-965-4425

SOL GEN, FINANCIAL SERVICES BR supplies the Ministry with financial services. For a description of functions, see first entries under financial management and accounting.

416-965-4085

TE & IA, ACCOUNTS & OFFICE SERVICES BR performs the accounting and office support functions for the Ministry of Treasury, Economics and Intergovernmental Affairs, in addition to those of the Ontario Economic Council, Niagara Escarpment Commission, Ontario Land Corporation, Ministry of Energy, Ontario Energy Board, Management Board Secretariat and Civil Service Commission. For a description of functions, see first entries under accounting and administrative services.

416-248-3465

TR & COMM, FINANCIAL BR supplies the ministry with financial management services. For a description of functions, refer to the first entries under financial management and accounting.

ACOUSTICS

416-965-3071

ENV, POLLUTION CONTROL BR NOISE Pollution Control Section deals with the control of noise emissions and comments on the relationship between new and existing land use and noise sources. Develops acoustics criteria and standards. Develops, updates and promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Toronto has. Complaints within the city can be directed to Noise Control Branch, Dep't. of Public Works, Tel. 465-5477. Other areas contact local Bylaw Officers or the Ministry's head office or regional offices.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Acoustics Research Program studies noise from highways and other transportation to: reduce excessive noise, understand its effects and develop standards for control. Develops noise barriers; studies noise of pavement surfaces and traffic noise, and assesses impact of trains.

ACUPUNCTURE

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; to support community programs teaching primary ambulatory care to health professionals on a team-care approach; to encourage physicians (965-1170) and dentists (965-5036) to set up practices in underserviced areas; and to attract individuals to priority health training programs. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery funds for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

ADDICTION RESEARCH FOUNDATION

416-595-6100

HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the alcohol and drug field. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The Addiction Research Foundation library's extensive collection of research reports, books and audio-visual material is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

ADDICTS

Addicts, see Addiction Research Foundation

ADJUSTERS

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

ADMINISTRATIVE SERVICES

Administrative Services in each ministry include purchasing and supply management, printing and duplicating, mail, transportation services and records management. The Administrative Group in a Ministry acts as liaison with the Ministry of Government Services to coordinate common services such as telephones, accommodation requirements. Financial Management services include accounting (see first entry under Accounting), audit (see first entry under Audit) and other ministry finance functions.

416-965-5961

AG & FOOD, ADMIN SERVICES BR supplies the ministry with

administrative services including computer systems development and data processing. For further description of functions see first entry under administrative services.

416-965-1291

ATT GEN, FINANCIAL MANAGEMENT BR provides the Ministry with these services: development of estimates and budget control (Tel. 965-1291), accounting, including accounts payable (965-4291) and payroll (965-1135); office services, including procurement of assets and supplies (965-2845), central filing, transportation and delivery (965-2989); printing and duplicating (965-2818) and central mailing (965-2980). For further description of functions, see first entries under administrative services, financial management and accounting.

416-965-2796

CCR, ADMINISTRATIVE SERVICES BR supplies the ministry with administrative services. For a description of functions see first entry under administrative services.

416-965-2065

CIV SERV, ADMIN SERVICES BR, PERSONNEL Services Unit provides the Commission and Management Board with administrative services, advice and decisions on personnel administration. Personnel Data Section (965-1401) maintains Ontario Public Service position, organization and employee data and supplies data to authorized Commission staff.

416-965-5921

COLL UNIV, ACCOUNTS AND ADMIN SERVICES BR performs the accounting (phone: 965-9051) and administrative services (phone: 965-6426) functions for the ministry. Accounting includes processing and distribution of student awards and operating funds for post-secondary institutions, as calculated by the Student Awards and Institutional Accounting branches, respectively. For a description of accounting and administrative service functions, see first entries under accounting and administrative services.

416-965-5006

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a

description of functions see first entry under administrative services.

416-965-5263

CORR SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, correctional institutions, forestry camps and training schools. Office Services Section (phone: 965-2071) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under administrative services for further description of this function.

416-965-7486

CULT & REC, ADMINISTRATIVE SERVICES BR provides office and other central services for the ministry and its agencies. These services include: purchasing of goods and services (965-1237), general services such as mail, messenger services and stockroom supplies (965-4644), records and forms management, office services such as maintenance of manuals and directories, assets control, safety supervision to ensure safe working conditions of employees and public safety in ministry facilities (965-2373), and accommodation services including acquisition and design of office space. The branch is also responsible for the Resource Centre & Library (965-6763). See Cult & Rec Admin Services Br Resource Centre for description of its functions.

416-965-2308

EDUC, MANAGEMENT SERVICES BR supplies the ministry with administrative services. For a description of functions see first entry under administrative services. Maintains micro files on teachers. Responsible for records and forms management, administrative systems, purchasing, word processing centre, warehouse and distribution centre and copycentres.

416-965-6961

ENV, ADMINISTRATIVE SERVICES BR, in addition to the usual administrative services functions (see first entry under administrative services for description), provides a broad range of support services to ministry programs. These include inventory and fixed asset control, editing and coordination of Policy and Procedures Manual, systems and EDP planning and operation. In Toronto, its library at 135 St. Clair Ave West (965-7978), and another at Resources Road (248-3048), are open to the public.

416-965-9215

GOVT SERV, ADMINISTRATIVE SERVICES supplies the ministry with administrative services. For a description of functions, see first entry under administrative services.

416-965-5051

HEALTH, SUPPLY AND SERVICES BR provides administrative services for the ministry and liaises in related activities with other ministries. Four areas of responsibility are: Supply Area (Tel. 965-3550) handles provision of goods and services such as central stationery & publications stores, government pharmacy warehouse, purchasing, transport service & assets management. Common Service Area (965-2850) provides microrecording service including health insurance microfilms, central files, library service, mail & messenger service, printing & photocopying, etc. Accommodation Area (965-2431) facilitates accommodation requirements. Special Services Area (965-5052) provides support services such as motor vehicle & liability insurance, motor vehicle accident reports, issuance of motor vehicle licences, parking licences and ID Cards, and quotation opening.

416-965-9713

HOUSING, SUPPLY & SERVICES BR supplies the Ministry of Housing, Ontario Housing Corporation, Ontario Mortgage Corporation and North Pickering Development Corporation with administrative services, including purchasing (965-9749). For a description of functions see first entry under administrative services.

416-965-6115

LABOUR, ADMIN OPERATIONS BR supplies the ministry with administrative services. For a description of functions see first entry under administrative services.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides visitors with Ontario travel information and direction to various government offices. Bilingual guides are available. Stewards Branch (965-7651) administers the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clipping service.

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps. Mines publications are also available (965-1348). For a description of administrative service functions, see first entry under administrative services. The branch does not handle ministry mail service which is the responsibility of the Financial Management Branch.

416-965-2907

REVENUE, ADMINISTRATIVE & FINANCIAL SERVICES BR. Administration Section (965-2907) provides the ministry with administrative services. For a description of functions see first entry under administrative services. Finance Section (965-1706) performs the financial service and accounting functions. For a description of activities see first entry under accounting or financial management.

416-965-7115

SOL GEN, ADMINISTRATIVE SERVICES BR provides the ministry with administrative services. For a description of functions, see first entry under administrative services.

416-965-4085

TE & IA, ACCOUNTS & OFFICE SERVICES BR performs the accounting and office support functions for the Ministry of Treasury, Economics and Intergovernmental Affairs, in addition to those of the Ontario Economic Council, Niagara Escarpment Commission, Ontario Land Corporation, Ministry of Energy, Ontario Energy Board, Management Board Secretariat and Civil Service Commission. For a description of functions, see first entries under accounting and administrative services.

416-965-3518

TE & IA, ADMINISTRATION PROGRAM, in addition to providing overall direction and coordination for the Ministry of Treasury, Economics and Intergovernmental Affairs in the areas of resource allocation and planning, internal ministry policies and procedures, etc. and common support services, provides full administrative services to the following: Ministry of Energy, the Ontario Energy Board, the Niagara Escarpment Commission, the Ontario Economic Council and the Ontario Land Corporation, & except for personnel services, to the Civil Service Commission and to Management Board.

416-248-3178

TR & COMM, SUPPLY AND SERVICES BR provides the Ministry with a variety of services. Tenders Office (248-3651) advertises and supplies information on construction and supply contracts and conducts public tender openings. Purchasing & Supply Office (248-3361) purchases and disposes of all motor vehicles used by the Ontario government; purchases construction, maintenance and operating supplies and equipment. General Services Office (248-3853) operates a government garage service, instrument repair service; controls movable assets. Special Services Office (248-3364) provides administrative services, including accommodation design and control, office furnishings; establishes sites for and inspects freeway service centres; and provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) maintains a reference library on ministry programs; prepares manuals, publications, maps and photographs for ministry and public distribution; performs records management function. Graphic Services Office (248-3557) provides art, display, reproduction facilities.

ADOLESCENTS

Adolescents, see also Children, Juveniles, Youth

416-965-8067

HEALTH, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and adolescents who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. The branch also funds several out-patient clinics in general hospitals, and two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

ADOPTIONS

416-965-7351

ATT GEN, COUNTY and DISTRICT COURTS, the intermediate level of trial courts with civil jurisdiction in Ontario, handle actions involving the amounts of between \$401 and \$7,500. Handle proceedings under these statutes: landlord and tenant, applications for name changes, adoptions (child welfare), and mental incompetency. Persons rarely appear without legal counsel, and in many cases, either party may require trial by judge and jury. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Outside this

Judicial District, contact appropriate county or district court.

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of \$3.00 each. Provision is made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

416-965-0176

COMM SOC, CHILD WELFARE BR finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

ADULT EDUCATION

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Manpower for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools, and for Regional Nursing Assistant (RNA) schools. For information about private vocational schools, contact 965-9127. For information about RNA schools and the RNA program, contact 965-4051.

ADULT TRAINING CENTRES

Adult Training Centres, see also Correctional Institutions.

416-965-8392

CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the needs of inmates in training schools and adult training centres across the province. Develops curricula and provides teachers with professional supervision.

ADVERTISING

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramid schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor licences for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for licensed establishments. For general information, phone 965-1387; transfers, 965-4691; special occasion permits, 965-4675; advertising, 965-3450.

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm, 16mm projectors and films. Also examines and licenses projectionists. Approves motion picture advertising and classification.

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

416-248-3238

TR & COMM, OPERATIONS, REGIONAL OPERATIONS operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to municipalities and regional governments for their road maintenance and construction programs. Controls highway rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of advertising signs. Contact regional or district office.

AERIAL PHOTOGRAPHS

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps. Mines publications are also available (965-1348). For a description of administrative service functions, see first entry under administrative services. The branch does not handle ministry mail service which is the responsibility of the Financial Management Branch.

705-942-1800

NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

AFFIDAVITS

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs.

Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

AFFIRMATIVE ACTION

416-965-0564

LABOUR, WOMEN CROWN EMPLOYEES OFFICE acts as an internal consultant to the ministries and Crown agencies in the Ontario government in developing, coordinating and monitoring affirmative action plans to upgrade the status of their women employees. Provides general career information and develops pilot training programs. Each ministry and agency has a Women's Advisor or Coordinator in either the Deputy Minister's office or the Personnel branch. Contact individual ministry Women's Advisors.

AG & FOOD ACCOUNTS BR

416-965-1159

AG & FOOD, ACCOUNTS BR besides being responsible for the ministry's accounting function, handles general questions about grants under the farm development program. For a description of accounting function, see first entry under accounting.

AG & FOOD ADMIN SERVICES BR

416-965-5961

AG & FOOD, ADMIN SERVICES BR supplies the ministry with administrative services including computer systems development and data processing. For further description of functions see first entry under administrative services.

AG & FOOD AGRICULTURAL AND HORTICULTURAL

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Canadian Plowing Council.

AG & FOOD AGRICULTURAL MANPOWER SERVICES

416-965-6149

AG & FOOD, AGRICULTURAL MANPOWER SERVICES BR assists Ontario farmers with their manpower requirements by providing: a placement service for full-time farm workers; a labour pool service in West Toronto that places seasonal employees on farms within commuting distance of Toronto; training programs and advisory services for farm workers; financial assistance

for the construction of housing to accommodate seasonal farm workers. Also provides opportunities for students and young agriculturalists to broaden their knowledge by working on Ontario farms.

AG & FOOD AGRICULTURAL RESEARCH 416-824-4120

AG & FOOD, AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO inquires into research programs on agriculture, veterinary medicine and household science. Stimulates interest in agricultural research as a means of developing efficiency in the production and marketing of agricultural products in Ontario. Research stations are in Guelph, Ontario; laboratories at the University of Guelph. In Toronto, contact 965-6695.

AG & FOOD AUDIT SERVICES BR 416-965-3241

AG & FOOD, AUDIT SERVICES BR is responsible for the Ministry's audit function. For a description of the function see first entry under audit. Also assists management by reviewing specific areas of concern and making recommendations for improvement.

AG & FOOD COLLEGES

AG & FOOD, COLLEGES OF AGRICULTURE. Colleges of Agricultural Technology offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, agricultural business management, among others. They also conduct agricultural research for the ministry. Contact colleges for further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

AG & FOOD ECONOMICS BR 416-965-1064

AG & FOOD, ECONOMICS BR undertakes research into economic aspects of agriculture, including production, marketing, land use planning, rural sociology, statistics, loans to cooperatives.

AG & FOOD EXTENSION BR 416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling,

18 - AG & FOOD FARM PRODUCTS INSPECTION BR

in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS in county or district offices.

AG & FOOD FARM PRODUCTS INSPECTION BR 416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

AG & FOOD FARM PRODUCTS MARKETING BOARD 416-965-2124

AG & FOOD, FARM PRODUCTS MARKETING BOARD administers the Farm Products Marketing Act which provides for the regulation of forty food commodities regulated under twenty marketing plans. Each marketing plan is administered by a producer marketing board. Questions regarding specific commodity plans may be directed to the secretary of each board. The branch maintains a list of these boards.

AG & FOOD FOODLAND DEVELOPMENT BR 416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act, 1972 which provides for the issuance of licences for, and inspection of, tile drainage contractors, their machines and machine operators.

AG & FOOD HOME ECONOMICS BR 416-965-1421

AG & FOOD, HOME ECONOMICS BR provides training in home economics; discovers, stimulates and develops local leaders; provides educational programs for Federated Women's Institutes of Ontario and other rural organizations.

AG & FOOD HORTICULTURAL RESEARCH 416-562-4141

AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticulture research to increase production and develop new varieties of fruits, vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

AG & FOOD INFORMATION BR 416-965-1056

AG & FOOD, INFORMATION BR is the information service for the Ministry of Agriculture and Food. For a description of activities see first entry under Information Service.

AG & FOOD LEGAL BR 416-965-6805

AG & FOOD, LEGAL BR provides legal services for the Ministry of Agriculture and Food. For a description of branch activities, see first entry under legal services.

AG & FOOD LIVESTOCK BR 416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested to determine butterfat content. This branch has responsibility for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario. If such sale is conducted within a municipality, only a municipal auctioneer's licence is required.

AG & FOOD MILK COMMISSION OF ONTARIO 416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO is responsible for policy development in the area of producing, processing and marketing milk and dairy products. The Milk Commission of Ontario also serves as an appeal tribunal for anyone within the industry who feels aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch. Also interprets the Milk Act and its regulations to the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

AG & FOOD MILK INDUSTRY BR 416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. The Milk

Quality Program provides for inspection of all dairy farms and monthly testing of raw milk. The Milk Products Program arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The Central Milk Testing Laboratory in Guelph analyzes all samples for butterfat, protein and lactose using the Infra Red Milk Analyzer (IRMA) and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

AG & FOOD ONTARIO AGRICULTURAL MUSEUM 416-878-8151

AG & FOOD, ONTARIO AGRICULTURAL MUSEUM in Milton, Ontario, is being developed under the Ontario Agricultural Museum Act to house and display historic tools, implements and artifacts associated with Ontario agriculture.

AG & FOOD ONTARIO CROP INSURANCE 416-965-1811

AG & FOOD, ONTARIO CROP INSURANCE COMMISSION makes available to farmers a crop insurance plan for all commercial insurance crops. Contact regional Ontario Crop Insurance Commission office.

AG & FOOD ONTARIO FARM MACHINERY BOARD 519-824-4120

AG & FOOD, ONTARIO FARM MACHINERY BOARD in Guelph (phone 519-824-4120 ext. 2463) investigates complaints regarding farm machinery. May bring together interested parties to resolve farm machinery problems involving farmers, dealers and manufacturers in Ontario.

AG & FOOD ONTARIO FOOD COUNCIL 416-965-7701

AG & FOOD, ONTARIO FOOD COUNCIL promotes the development of domestic and foreign markets for Ontario's food products. The Consumer Section of the Ontario Food Council provides a consumer education and information service about the availability, quality and nutritive value of Ontario foods, and on food purchasing and use. Also provides numerous publications on Ontario food products, their availability and storage.

AG & FOOD ONTARIO FOOD TERMINAL BOARD 416-259-5479

AG & FOOD, ONTARIO FOOD TERMINAL BOARD operates the Ontario Food Terminal, a wholesale fresh fruit and produce market to serve all Ontario growers of these farm products. The terminal has cold storage facilities. It plays a major role in the orderly marketing of fruits and vegetables in Ontario.

AG & FOOD ONTARIO STOCK YARDS BOARD 416-767-1163

AG & FOOD, ONTARIO STOCK YARDS BOARD operates under the

federal Livestock & Livestock Producers' Act because of interprovincial trade. Some of the duties of the Ontario Stock Yards Board are to provide facilities for the weighing of livestock and supervising all scale operations. Sales agencies operating in the yard are licensed by the board to act as representatives in the selling of livestock.

AG & FOOD PERSONNEL BR

416-965-7452

AG & FOOD, PERSONNEL BR performs the personnel functions for the Ministry of Agriculture and Food. For a description of branch activities, see first entry under personnel.

AG & FOOD PROGRAMS COORDINATION SECRETARIAT

416-965-7571

AG & FOOD, PROGRAMS COORDINATION SECRETARIAT facilitates and coordinates policy and program planning and development, and program delivery for the whole ministry. Maintains liaison with Cabinet Office, Policy and Priorities Board, Cabinet Committee for Resources Development, Management Board and other ministries and agencies. Develops and maintains a program management and planning oriented information system to ensure widest and earliest possible consideration for policy and program proposals being developed, and to expedite program delivery and resource allocation. Initiates and maintains the Ministry's Affirmative Action Program.

AG & FOOD PROVINCIAL PESTICIDE

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

AG & FOOD RURAL DEVELOPMENT BR

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

AG & FOOD SOILS AND CROPS BR

416-965-1081

AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household & urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

AG & FOOD VETERINARY SERV BR LABORATORY

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

AG & FOOD VETERINARY SERV BR MEAT INSPECTION

416-965-5841

AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues licences and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

AG & FOOD VETERINARY SERV BR REGULATORY

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

AG REPS

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to

manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS in county or district offices.

AGE OF MAJORITY CARDS

Age of Majority Cards (liquor), see CCR Liquor Control Board of Ontario.

AGED

Aged, see Senior Citizens

AGENCY OF RECORD

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

AGRICULTURAL RESEARCH

Agricultural Research, see also Ag & Food Economics Br.

416-824-4120

AG & FOOD, AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO inquires into research programs on agriculture, veterinary medicine and household science. Stimulates interest in agricultural research as a means of developing efficiency in the production and marketing of agricultural products in Ontario. Research stations are in Guelph, Ontario; laboratories at the University of Guelph. In Toronto, contact 965-6695.

AG & FOOD, COLLEGES OF AGRICULTURE. Colleges of Agricultural Technology offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, agricultural business management, among others. They also conduct agricultural research for the

ministry. Contact colleges for further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

AGRICULTURAL SOCIETIES

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Canadian Plowing Council.

AGRICULTURE

Agriculture & Food, Ministry of, see AG & FOOD Branch Name.

AHOP-HOME

416-965-9838

HOUSING, LAND MARKETING & SURVEYS BR, AHOP-HOME. Ontario's Home Ownership Made Easy (HOME) plan has been altered so it is now part of a joint federal-provincial program whereby provincial grants (of up to \$750 in the first year) may be given to purchasers of Assisted Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. The federal AHOP program is designed primarily to bring the effective mortgage rate down to 8% during the first year of occupancy through a loan for buyers of newly-built homes within specific price ranges which vary across Ontario. AHOP also provides a subsidy (up to \$750 the first year) so buyers do not spend more than 25% of income on mortgage & municipal tax payments. Administration of AHOP-HOME is handled by the federal government's Central Mortgage & Housing Corporation (CMHC), whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

AIR

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for

research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Produces periodic air quality reports. Assesses immediate and long-term effects of air contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous substances and other emissions. Administers environmental research grants. Contact regional office.

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970, and the Environmental Protection Act, 1971.

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes, and industrial waste treatment and control with respect to water, air and solids. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections.

AIR CONDITIONING CONTRACTORS

Air Conditioning Contractors licence, see CCR, Energy Safety Br

AIRCRAFT

705-942-1800

NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

AIRPORTS

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

ALCOHOL

416-965-4911

CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and wines) for home consumption and to licensed establishments in government stores throughout Ontario. The Liquor Control Board imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply. Consultants are available in many metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers. Age of Majority cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from LCBO stores and brewers retail outlets.

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews,

transfers, suspends and revokes liquor licences for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for licensed establishments. For general information, phone 965-1387; transfers, 965-4691; special occasion permits, 965-4675; advertising, 965-3450.

416-965-5161

GOVT SERV, EMPLOYEE ADVISORY SERVICE provides counselling and referral services in cases where alcohol and drug addiction related problems are affecting the work performance of an Ontario Public Service employee. Assists employees in pension planning, insurance benefits planning, and retirement planning. Provides day care counselling to employees with children aged 4 weeks through 10 years. To contact day care counselling service write or call: Employee Advisory Service, 13th floor, 25 Grosvenor Street, Toronto, tel. 965-9953.

416-595-6100

HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the alcohol and drug field. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The Addiction Research Foundation library's extensive collection of research reports, books and audio-visual material is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the

Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

ALCOHOLICS

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-595-6100

HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the alcohol and drug field. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The Addiction Research Foundation library's extensive collection of research reports, books and audio-visual material is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

ALE

Ale, see Beer

ALGONQUIN FORESTRY AUTHORITY

705-789-9647

NAT RES, ALGONQUIN FORESTRY AUTHORITY in Huntsville, Ontario is a Crown corporation responsible for harvesting timber in Algonquin Provincial Park and for supplying logs to designated mills. It operates under volume agreement with the Ministry of Natural Resources.

AMBULANCE

416-965-8034

HEALTH, AMBULANCE SERVICES BR is responsible for licensing and inspection of ambulance services in Ontario. Dispenses funds to, and generally supervises, these services. Operates a training program for operators and is responsible for

central examination of graduates of the Ambulance & Emergency Care program in community colleges. Provides Ontario Health Insurance Plan approval and guidance regarding air transfers and coordinates air ambulance transfers. Operates the Ontario Ambulance Services Information System (OASIS). The branch does not accept requests for emergency ambulance service other than air transfers. Six Regional Coordinators perform decentralized planning & coordinating functions. If ambulance service is required, consult inside cover of local telephone book or dial '0' for operator.

AMENDMENT

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

ANATOMY

Anatomy, see Schools of Anatomy.

ANIMAL SHELTERS

Animal Shelters, see Pounds

ANIMALS

Animals, see also Livestock, also Wildlife

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-5841

AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues licences and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis, brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-832-2261

NAT RES, FISH AND WILDLIFE RESEARCH BR near Maple, Ontario, conducts biological and environmental research and provides information on the principles of scientific fish and wildlife management, wildlife diseases and parasites, productivity of lakes and streams, aquatic systems ecology, behaviour of animals, animal pathology. Contact Director, Box 50, Maple.

ANTI-INFLATION

416-965-2999

TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and anti-inflation programs.

ANTIVENIN

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis,

brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

APPEAL

416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO is responsible for policy development in the area of producing, processing and marketing milk and dairy products. The Milk Commission of Ontario also serves as an appeal tribunal for anyone within the industry who feels aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch. Also interprets the Milk Act and its regulations to the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act, and appeals under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-5545

ATT GEN, SUPREME COURT of ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the

highest court in the province. With certain exceptions, any party before the High Court may demand a trial by judge and jury. The new Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramid schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. Under the Ontario New Homes Warranty Act which came into effect Dec. 31, 1976, all builders of homes and condominiums must be registered with the HUDAC New Home Warranty Program, a non-profit corporation sponsored by the Housing and Urban Development Association of Canada (Ontario council). The self-financing program provides a warranty that new and previously unoccupied homes and condominiums sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from new home and condominium buyers. Both builders and buyers can appeal Corporation decisions with the Commercial Registration and Appeal Tribunal.

416-965-7798

CCR, LIQUOR LICENCE APPEAL TRIBUNAL hears appeals from persons aggrieved by a decision of the Liquor Licence Board.

416-923-1199

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review

Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile home sites and some rent-gearred-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant filed application forms regarding rent increases. If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6246), established in 1975, hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union, the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6246) hears appeals re union representatives, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate interests, disputes, e.g. salary rates, benefits, etc.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution,

in accordance with the Ontario Water Resources Act, 1970, and the Environmental Protection Act, 1971.

416-965-2531

ENV, PESTICIDES APPEAL BOARD provides a mechanism of appeal to persons affected by decisions of the Ministry of the Environment regarding the use of pesticides, in accordance with the Pesticides Act, 1973.

416-965-2097

GOVT SERV, PUBLIC SERVICE Superannuation Board recommends payments of annuities, pensions and disability benefits and approves applications in respect of past service credits and pension credit transfers. The Public Service Superannuation Board also hears appeal from contributors, pensioners or dependents against administrative decisions. Pensions for Ontario Public Service employees are handled by Employee Benefits Branch (965-2097). Private pension plans should be referred to the Pension Commission of Ontario (965-2961).

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining Tax Act 1972 and The Beach Protection Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital

bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. A claimant who does not agree with a WCB decision may appeal his or her case. In addition, the Board underwrites the educational programs of nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre (H&RC) is in Downsview (Northwest Toronto). The Board maintains two information offices in Toronto and area offices in eight other Ontario cities. The WCB reports through the Minister of Labour to the Legislature. Contact Head Office or area offices.

APPRENTICESHIP

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

APPROVED HOMES

Approved Homes, see also Homes for Special Care

416-965-6231

COMM SOC, MENTAL RETARDATION FACILITY SERVICES Division operates facilities and funds facilities operated by a Board of Directors for mentally retarded and multiply handicapped children and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

ARBITRATION

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6246), established in 1975, hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union, the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6246) hears appeals re union representatives, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate interests, disputes, e.g. salary rates, benefits, etc.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as

single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g.: sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

ARCHAEOLOGICAL

Archaeological, see also Cult & Rec Royal Ontario Museum.

416-965-2336

CULT & REC, CONSERVATION REVIEW BOARD holds hearings arising out of owners' objection to municipal designation of property as historically or architecturally significant. The Conservation Review Board reports its opinion to the municipal council. Hearings are also held where Minister proposes to refuse issuance of archaeological licence, or designates property as an archaeological or historic site.

416-965-5727

CULT & REC, HERITAGE TRUST BR supports the acquisition by the Ontario Heritage Foundation through donation or purchase, of buildings of historic or architectural value, parkland of scenic, recreational or archaeological interest, items of archaeological importance and works of art. Following acquisition, arrangements are made for architectural conservation or restoration where necessary, as well as for custody, use or display.

416-965-4490

CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research on history and information on archaeology that is necessary in the planning and development of Ontario government programs. Provides the Ontario Heritage Foundation with professional archaeological assistance. Answers inquiries about archaeological licences.

416-965-5727

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing licences for archaeology and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or

architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

ARCHITECTURAL CONSERVATION

Architectural Conservation, see also Cult & Rec Conservation Review Board.

416-965-7635

CULT & REC HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides support for Ontario Heritage Foundation grants or loans to encourage renovation and restoration of buildings of historical importance or architectural value. Helpful advice on preservation is offered to organizations and individuals, including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

416-965-5727

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ARCHIVES

Archives of Ontario, see also Cult & Rec Festival Ontario.

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies, through statutory control, important non-current records, and from other sources, through donation or purchase, any important manuscripts, maps, pictures, photographs, early newspapers, etc. dealing with Ontario history. Operates a public reading room for those doing historical, administrative, legal or other research. The Archives welcomes information on the location of historical material. The Archives of Ontario also advises and assists ministries and agencies in the economic and efficient management of records, forms, microrecording, correspondence, reports. Coordinates Records Management training courses. Contact 965-2187.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadians at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

ARDA

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

ART

Art, see Arts. Art in Ontario Government buildings, see Govt

Serv Design Services Br.

ART GALLERY

Art Gallery of Ontario, see also Cult & Rec Festival Ontario

416-361-0414

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to communities throughout Ontario. Offers an art rental service, art book shop, audio-visual library, art reference library and art classes for children and adults, school tours, public tours and speakers bureau.

416-893-1121

CULT & REC, McMICHAEL CANADIAN COLLECTION is an art gallery in a beautiful setting in Kleinberg, Ontario, which has an extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

ART RENTAL

Art Rental, see Cult & Rec Art Gallery of Ontario

ARTICLES OF AMENDMENT

Articles of Amendment, see Amendment

ARTICLES OF INCORPORATION

Articles of Incorporation, see Incorporation

ARTIFACTS

Artifacts, see Ontario Heritage Foundation, also Royal Ontario Museum, Ontario Agricultural Museum.

ARTIFICIAL LIMBS

Artificial Limbs, see Prosthetic

ARTISTS

Artists, see also Arts

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extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

ARTS

416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-361-0414

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to communities throughout Ontario. Offers an art rental

service, art book shop, audio-visual library, art reference library and art classes for children and adults, school tours, public tours and speakers bureau.

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

416-595-5281

CULT & REC, CJRT-FM provides educational opportunities for the citizens of the province of Ontario by offering university level credit courses as well as programming designed to provide a better understanding and appreciation of such fields of interest as the arts, music and literature. All program content including the open sector programming is presented in a non-commercial format.

416-965-6256

CULT & REC, COMMUNITY ARTS DEVELOPMENT BR has programs to encourage excellence in the arts and wider participation in arts activities. Has consultants in theatre, dance, music, visual arts, and crafts. Grants are available to provincial arts service organizations. Provides resource materials for teachers in the arts or arts groups. Contact field offices, main office, or the Ontario Arts Council.

416-965-6256

CULT & REC, FESTIVAL ONTARIO will coordinate exhibits from major cultural institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and make these available free of charge to communities to augment festivals or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

416-965-0617

CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch brings into focus the Ministry's program at the local level. By providing consultative services to community groups, this Branch aids in the provision of recreational and cultural activities at the local level. The consulting service is

provided to a whole range of local and regional clients including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

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CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadiana at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information

booklets and application forms contact Ministry of Culture & Recreation field offices.

ASSESSMENT

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on real property valuation for municipal tax purposes. For further information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act, and appeals under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-1559

NAT RES, MINE TAX ASSESSMENT issues annual assessment (tax) notices to Ontario mining companies on the basis of profit. Administers the Mining Tax Act.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-5189

REVENUE, ASSESSMENT STANDARDS BR. The Ministry of Revenue, under the Assessment Act, assesses the value of real property in Ontario, which assessment local governments use as basis for property taxation. The Assessment Standards Branch:

develops, maintains and implements valuation methods; standardizes valuation procedures; provides training of assessment personnel (Tel. 965-3905). Conducts related technical research (965-3305).

ASSETS DISPOSAL

416-965-6937

GOVT SERV, SUPPLY ADMINISTRATION BR provides a government-wide purchasing service, including development of specifications and standards. Develops Collective Purchasing Arrangements for commodities commonly used by Ontario Government ministries and agencies. In addition to purchasing the requirements of the Ministry of Government Services, the branch purchases furniture and all other furnishings for other ministries and other items required for the initial outfitting of new facilities. Operates the Public Tenders Office to receive tenders for government contracts. Maintains suppliers lists by vendor and commodity, and a vendors catalogue library. Controls and directs government assets disposal.

ASSIGNMENT OF BOOK DEBTS

Assignment of Book Debts, see CCR Personal Property Registration Br.

ASSISTED HOME OWNERSHIP PROGRAM

Assisted Home Ownership Program, see AHOP-HOME.

ATHLETES

416-844-8171

CULT & REC, ONTARIO SPORTS TRAINING CENTRE (OSTC) in Oakville is now being developed, with construction to start in 1977, tentative completion in 1979. To be built in stages, the Ontario Sports Training Centre is designed for training of amateur athletes and to serve as a sports competition and conference centre. Phase I facilities include a natatorium, multiple gyms, an indoor fieldhouse, an outdoor stadium, fitness & weight training halls, medical & physiotherapy areas, the major locker core plus administration office. Twenty-three amateur sports are included in this phase, with the sport governing bodies recommending athletes for training. The Recreation Facilities Research Project under the OSTC is being created to gather and disseminate information about planning, design, construction and operation of sports, recreation and fitness facilities.

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in physical activities for enjoyment. Promotes competition in

multi-sports games (e.g. regional & provincial Ontario Summer & Winter Games). Provides administrative, consultative and limited financial assistance (grants) to provincial sport governing bodies. The Ontario Sports Administration Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is also funded by this Ministry. Sports Awards Program honours accomplishments made by Ontario athletes and citizens in amateur sport. Coaching Development Program (Tel. 965-6311) improves the calibre of leadership available to amateur sport. Ontario Sports Travelcade (Tel. 965-6311) takes sports and fitness resources around Ontario to help raise the level of expertise among athletes, coaches, etc. The branch encourages physical fitness in individuals by working with community groups, municipalities and industries in the development of fitness programs (965-6311). See also Cult & Rec Office of Athletics Commissioner.

ATHLETICS COMMISSIONER

416-965-4173

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional boxing and wrestling and amateur sports in Ontario. Licenses professional boxers and wrestlers.

ATT GEN ASSESSMENT REVIEW COURT

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on real property valuation for municipal tax purposes. For further information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

ATT GEN BLIND PERSONS RIGHTS ACT

416-965-5184

ATT GEN, BLIND PERSONS RIGHTS ACT of 1976 provides that blind persons shall not be denied accommodation, occupancy, services or facilities, or discriminated against for the reason that the blind person keeps or is accompanied by a guide dog. An identification card is issued upon written application, as *prima facie* proof that the blind person and his dog are entitled to the provisions of this Act.

ATT GEN BOARD OF NEGOTIATION

416-965-2867

ATT GEN, BOARD of NEGOTIATION may act as a mediator to negotiate a settlement when property is expropriated and no agreement can be reached on compensation for the expropriation. Either the property owner or the expropriating authority can request the services of the Board of Negotiation.

ATT GEN BOARD OF VALUATION

416-965-2867

ATT GEN, BOARD of VALUATION. Where a power exercised under the Power Corporation Act does not constitute an expropriation or injurious affection, compensation shall be paid to the owner for all damage, and when no agreement is arrived at as to amount of compensation to be paid to the owner, the Board of Valuation shall determine compensation for such property damage. If either the owner or the Corporation is dissatisfied with the amount of compensation fixed, they may appeal to the Ontario Municipal Board.

ATT GEN COMMON LEGAL SERVICES

416-965-2535

ATT GEN, COMMON LEGAL SERVICES is responsible for provision of lawyers to the ministries of the Ontario government. Coordinates and assists in general legal advice to these ministries.

ATT GEN COUNTY AND DISTRICT COURTS

416-965-7351

ATT GEN, COUNTY and DISTRICT COURTS, the intermediate level of trial courts with civil jurisdiction in Ontario, handle actions involving the amounts of between \$401 and \$7,500. Handle proceedings under these statutes: landlord and tenant, applications for name changes, adoptions (child welfare), and mental incompetency. Persons rarely appear without legal counsel, and in many cases, either party may require trial by judge and jury. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Outside this Judicial District, contact appropriate county or district court.

ATT GEN CRIMINAL INJURIES COMPENSATION BOARD

416-965-4755

ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD provides compensation to victims who have received physical injury as the result of an unprovoked crime of violence, or to the dependants of an innocent victim of a fatal occurrence. The Criminal Injuries Compensation Board also awards compensation to police and others taking part in law enforcement.

ATT GEN CROWN ATTORNEYS

416-965-2834

ATT GEN, CROWN ATTORNEYS System supervises Crown Attorneys in the 47 Districts and Counties throughout Ontario. Provides consultation with Crown Attorneys with respect to particular criminal matters. Responsible for hiring Crown staff. Consults with other ministries on administrative matters, e.g. Crown Attorneys' office accommodation, etc.

ATT GEN CROWN ATTORNEYS' OFFICE

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform

police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

ATT GEN CROWN LAW OFFICE CIVIL

416-965-2831

ATT GEN, CROWN LAW OFFICE, CIVIL Law provides litigious service in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all Ontario government ministries and agencies. Answers inquiries from the public on statutes administered by the Ministry of the Attorney General. Conducts prosecutions including prosecutions under provincial legislation. Deals with constitutional questions. Acts as Queen's Proctor in divorce matters.

ATT GEN CROWN LAW OFFICE CRIMINAL

416-965-0650

ATT GEN, CROWN LAW OFFICE, CRIMINAL LAW is responsible for the preparation and argument of all criminal appeals in indictable offences in the province, whether the Crown is the Respondent or the Appellant. Conducts special prosecutions. The branch deals with the judiciary, Crown attorneys, the police and the public.

ATT GEN DIRECTOR OF COURTS ADMIN

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notarie Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

ATT GEN FINANCIAL MANAGEMENT BR 416-965-1291
ATT GEN, FINANCIAL MANAGEMENT BR provides the Ministry with these services: development of estimates and budget control (Tel. 965-1291), accounting, including accounts payable (965-4291) and payroll (965-1135); office services, including procurement of assets and supplies (965-2845), central filing, transportation and delivery (965-2989); printing and duplicating (965-2818) and central mailing (965-2980). For further description of functions, see first entries under administrative services, financial management and accounting.

ATT GEN LAND COMPENSATION BOARD 416-965-1012
ATT GEN, LAND COMPENSATION BOARD, one of the provincial special purpose quasi-judicial bodies, determines compensation for land expropriated by a Statutory Authority under Ontario legislation, for damages for injurious affection to land caused by a Statutory Authority, for personal and business damages, and for disturbance damages. The Land Compensation Board provides information through its Registrar on arbitration proceedings for compensation and related matters.

ATT GEN LEGISLATIVE COUNSEL SERVICES 416-965-2841
ATT GEN, LEGISLATIVE COUNSEL SERVICES provides legislative advisory services to members of provincial parliament (MPP), government Ministers and Ministries. The Legislative Counsel Services is responsible for the drafting of bills and regulations, and for the preparation of annual statute books and the filing and publishing of regulations. For information on regulations, contact 965-2854.

ATT GEN MANAGEMENT AUDIT BR 416-965-4223
ATT GEN, MANAGEMENT AUDIT BR is responsible for the Ministry's audit functions. For a description of activities see the first entry under audit. The branch also administers the Defaulted Fines Control Centre (driver licence suspension system). Contact 965-3711, 965-9012 or 965-0296.

ATT GEN MANAGEMENT INFORMATION SYSTEM BR 416-965-9417
ATT GEN, MANAGEMENT INFORMATION SYSTEM BR, Courts Administration Program, provides information on the activities of courts in Ontario to Ministry staff and interested groups. Collects data through manual and computerized systems. The manual system collects aggregate information on activity in the Sheriffs Offices in the Supreme, County, Surrogate and Provincial Courts. The computerized system is a case flow system for criminal cases.

ATT GEN NATIVE COURT WORKER PROGRAM 416-965-5184
ATT GEN, NATIVE COURT WORKER PROGRAM, Programs Admin Div, was

initiated in 1972 by the Province of Ontario and the Federal government to meet the needs of native peoples who may be at a disadvantage when appearing before the courts. The Ontario Federation of Indian Friendship Centres is responsible for operating the program in 20 centres throughout the province.

ATT GEN OFFICIAL GUARDIAN

416-965-1865

ATT GEN, OFFICIAL GUARDIAN represents the civil rights of persons under a legal disability usually under 18 years of age, or mentally incompetent, as well as unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases. The Official Guardian's jurisdiction is province-wide.

ATT GEN ONTARIO LAW REFORM COMMISSION

416-965-4761

ATT GEN, ONTARIO LAW REFORM COMMISSION inquires into any matters relating to law reform, the administration of justice, judicial and quasi-judicial procedures. The Ontario Law Reform Commission conducts legal research to carry out these functions. The Professional Organizations Project (965-2740) was formed in July, 1976 to study the administration of these statutes: Architects Act, Law Society Act, Notaries Act, Professional Engineers Act, Public Accountancy Act.

ATT GEN ONTARIO MUNICIPAL BOARD

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act, and appeals under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

ATT GEN PERSONNEL MANAGEMENT BR

416-965-2552

ATT GEN, PERSONNEL MANAGEMENT BR performs the personnel functions for the Ministry of the Attorney General. For a description of branch activities, see first entry under personnel.

ATT GEN PLANNING AND EVALUATION BR

416-965-6618

ATT GEN, PLANNING AND EVALUATION BR provides assistance and advice to the ministry to develop and implement improved management systems and planning processes in the various programs and activities.

ATT GEN POLICY DEVELOPMENT DIV

416-965-6271

ATT GEN, POLICY DEVELOPMENT DIV duties include: research into and analysis of all aspects of the administration of justice in Ontario, continual review of the statutes administered by the ministry, developing its legislative program, and advising the Attorney General and his Deputy during the legislative progress of a bill. Operates the ministry library which serves the Crown Law Office and field offices.

ATT GEN PROVINCIAL COURTS CRIMINAL DIV

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the Criminal Code of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court.

ATT GEN PROVINCIAL COURTS CRIMINAL DIV METRO

416-965-7523

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, METRO TORONTO deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Court offices (965-7515). For inquiries re: payment of fines following conviction, and drivers licence licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the Court's branches or to the Bail Office at 965-7522. Civil marriages ceremonies are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

ATT GEN PROVINCIAL COURTS FAMILY DIV

416-924-0631

ATT GEN, PROVINCIAL COURTS FAMILY DIV are Courts of Law dealing with Domestic Law (financial support orders for deserted or destitute wives & children, paternity suits & support of illegitimate children; Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. The Chief Judge's office is at tel. 457-5170. There is a court in each county. In the Judicial District of York, main branch is located at 311 Jarvis St., tel. 924-0631. Clients requiring professional assistance or guidance in domestic, child welfare or juvenile

areas may drop in for counselling by social workers. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by a juvenile may prefer a private complaint and discuss the matter with a social worker.

ATT GEN PUBLIC TRUSTEE

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

ATT GEN REFEREE OF THE SMALL CLAIMS COURTS

416-965-5591

ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm.201, Toronto M4G 1T6.

ATT GEN SMALL CLAIMS COURTS

ATT GEN, SMALL CLAIMS COURTS, the lowest level of trial courts in Ontario, have jurisdiction to adjudicate civil disputes where the amount claimed does not exceed \$400. This limit is set to \$800 in northern districts. There are 130 small claims courts in Ontario. One of these in the Judicial District of York is at 67 Richmond St. W., tel. 366-8667.

ATT GEN SUPREME COURT OF ONTARIO

416-965-5545

ATT GEN, SUPREME COURT of ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions, any party before the High Court may demand a trial by judge and jury. The new Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and

children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

ATT GEN SUPREME COURT OF ONTARIO REGISTRAR'S 416-965-5545
ATT GEN, SUPREME COURT OF ONTARIO REGISTRAR'S Office, Judicial District of York handles inquiries regarding civil litigation commenced in this district, including divorce actions as to state of action (965-5582). Provides certified copies of court documents, e.g. final divorce decree (965-5563). For listing of cases for trial, contact 965-7418 for divorce and 965-7415 for cases other than divorce. Outside this Judicial District, contact county or district Supreme Court Registrar. Questions about legal rights and advice should be referred to a lawyer.

ATT GEN SURROGATE COURT 416-965-7314
ATT GEN, SURROGATE COURT issues letters probate of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Also processes applications for the custody of children. The Surrogate Court also handles contested claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

ATT GEN SYSTEMS DEVELOPMENT BR 416-965-3975
ATT GEN, SYSTEMS DEVELOPMENT BR, Programs and Administrative Division, provides the Ministry with a resource of personnel skilled in various management techniques. Provides analysis and design of systems, applying some of these to computer operations, to realize adequate and less costly administration of justice. One such system is the County of York Court Loading and Operation System (CYCLOPS II) which is a loading and scheduling system for minor traffic courts in this Judicial District, combined with complete administrative control over the Summons Office and the Court Offices. Sub-functions of this program include the North York traffic tribunal system and the driver licence suspension system. The Branch provides flowcharts of the activities of the courts; namely, the civil process, criminal proceedings and family court functions. These charts are used in the Bar admission course and by universities, colleges and high schools.

ATTORNEY GENERAL

Attorney General, Ministry of, see ATT GEN Branch Name.

AUCTIONEERS

Auctioneer's (livestock) licence, see Ag & Food Livestock Br

AUDIT

Audit Branch in each ministry is responsible for its audit functions which include review and appraisal of ministry accounting, financial and operational controls.

416-965-3241
AG & FOOD, AUDIT SERVICES BR is responsible for the Ministry's audit function. For a description of the function see first entry under audit. Also assists management by reviewing specific areas of concern and making recommendations for improvement.

416-965-4223
ATT GEN, MANAGEMENT AUDIT BR is responsible for the Ministry's audit functions. For a description of activities see the first entry under audit. The branch also administer the Defaulted Fines Control Centre (driver licence suspension system). Contact 965-3711, 965-9012 or 965-0296.

416-965-5543
CCR, INTERNAL AUDIT is responsible for the ministry's audit function. For a description of the function see first entry under audit.

416-965-3236
COLL UNIV, INTERNAL AUDIT SERVICES BR is responsible for the ministry's audit function. For a description of the function see the first entry under audit.

416-965-5214
COMM SOC, AUDIT SERVICES BR is responsible for the ministry's audit function. For a description of the function, see first entry under audit.

416-965-5611
CORR SERV, INTERNAL AUDIT BR is responsible for the ministry's audit function. For a description of the function, see first entry under audit.

416-965-9941
CULT & REC, INTERNAL AUDIT is responsible for the ministry's audit function. For a description of functions see first entry under audit.

416-965-2611
EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611), accounting (965-2612),

and audit (965-5833), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

416-965-6978

ENV, INTERNAL AUDIT BR is responsible for the ministry's audit function. For a description of the function see the first entry under audit.

416-965-4805

GOVT SERV, AUDIT BR is responsible for the ministry's audit function. For a description of the function see first entry under audit.

416-965-4338

HEALTH, AUDIT SERVICES BR is responsible for the ministry's audit function. For a description of the function, see first entry under audit.

416-965-9898

HOUSING, AUDIT OPERATIONS BR is responsible for the ministry's audit function. For a description of the function see first entry under audit.

416-965-4510

IND TOUR, OPERATIONAL REVIEW BR is responsible for the ministry's audit function. For a description of the function, see the first entry under audit.

416-965-4087

NAT RES, INTERNAL AUDIT BR is responsible for the ministry's audit function. For a description of the function, see first entry under audit.

416-965-5275

REVENUE, AUDIT SERVICES BR is responsible for the Ministry's audit function. For a description of the function, see the first entry under audit.

416-965-5020

SOL GEN, INTERNAL AUDITOR is responsible for the Ministry's internal audit function. For a description of activities, see first entry under audit.

416-965-5123

TE & IA, INTERNAL AUDIT SERVICES BR provides an internal audit capacity within the ministry to reinforce post-audit requirements and promote safekeeping of public funds and

property entrusted to the ministry. For a description of functions, see first entry under audit.

416-248-3366

TR & COMM, INTERNAL AUDIT BR performs the audit functions for the Ministry as described in the first entry under audit. In addition, the branch analyzes Ministry claims negotiations and advises on settlements. The Branch audits Ministry electronic data processing systems; audits design drawings and tender documents prior to awarding of contracts; audits payment records on Ministry and Ministry-subsidized contracts. Also audits contractors and suppliers records; and audits municipal records to ensure that subsidies are spent as approved.

AUTOMOBILE

Automobile, see Vehicles

AUTOPSIES

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE, 26 Grenville St., Toronto M7A 2G9 investigates sudden and violent deaths; warns the public re prevention of similar deaths; orders autopsies for medical legal reasons; conducts inquests; signs certificates for cremation and for shipment of bodies out of Ontario; completes medical certificates of death in coroners' cases. Administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Supplies Schools of Anatomy in Ontario with donated or unclaimed bodies and inspects these schools. To contact Regional Coroners, York Region, phone 416-965-6678, Toronto; Niagara Region, phone 416-684-4776, St. Catharines; Kenora Region, phone 807-223-6956, Dryden; South Georgian Bay Region, 705-645-8733, Bracebridge; Nipissing Region, 705-746-2123, Parry Sound; East Central Region, 613-966-4944, Belleville.

416-965-1554

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies & biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and sudden death investigations.

AVIATION

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads

bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

BAIL

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-7523

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, METRO TORONTO deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Court offices (965-7515). For inquiries re: payment of fines following conviction, and drivers licence licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the Court's branches or to the Bail Office at 965-7522. Civil marriages ceremonies are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

BAILIFFS

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramid schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals

from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconscionable consumer representations & provides redress procedures for consumers.

416-965-2513

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers is responsible for investigating complaints about and registering private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidic schemes under the Pyramidic Sales Act. Recommends appointments under the Bailiffs Act.

BANKING

416-965-5273

TE & IA, FINANCIAL INFORMATION & ACCOUNTING Policy Branch is responsible for public reporting of government financial information. Produces Public Accounts annually for Legislature and the public. Operates Consolidated Revenue Fund accounting systems and budget monitoring system serving provincial ministries and agencies. Accounting Research and Policy Development Section (965-1731) serves ministries and agencies on development of financial information system and financial information and accounting policy development. Maintains financial administration policy liaison with Management Board and banking policy liaison with the banking community.

BASINS

416-965-4590

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Contact regional office.

BEACH

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining Tax Act 1972 and The Beach Protection Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.

BEER

416-965-4911

CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and wines) for home consumption and to licensed establishments in government stores throughout Ontario. The Liquor Control Board imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply. Consultants are available in many metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers. Age of Majority cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from LCBO stores and brewers retail outlets.

BELL CANADA

416-248-3736

TR & COMM, COMMUNICATIONS OPERATIONS BR carries out representations and interventions before the Canadian Radio-Television and Telecommunications Commission on common carrier, cable and broadcast applications; involves provincial comment on Bell Canada, Canadian National or Canadian Pacific rate applications. The Branch does not regulate Bell Canada or CN-CP, but investigates customer complaints regarding their service. Represents Ontario on the federal Cost Telecommunications Inquiry. Telecommunications Systems Engineering (248-3567) assists

independent telephone industry in modernization plans, consults and advises the Ontario Telephone Service Commission on technical matters, and generally provides related assistance to the division.

BICYCLES

Bicycles, see Tr & Comm Public & Safety Information Br

BILINGUAL

Bilingual, see also Bilingualism

416-965-1438

CIV SERV, STAFF TRAINING & DEVELOPMENT BR. Staff Training & Development Services Section (965-1438) identifies training and development needs of Ontario Government employees. Develops appropriate learning experience to meet these needs and evaluates effectiveness of this training. Courses and seminars are usually held at the Staff Development Centre, Kempenfeldt Bay, Barrie (705-728-2321). French Language Services Section (965-4162) offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges. Library (965-7096) offers specialized services in the management science field.

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

BILINGUALISM

Bilingualism, see also Bilingual

416-965-4716

CABINET COMMITTEE ON CONFEDERATION advises the government on:

the relationship of Ontario to Confederation and on related federal-provincial and interprovincial relationships; how the public might acquire further understanding of the advantages of confederation; means of greater interaction between Ontarians and the people from the other provinces. The office of the Coordinator on Bilingualism (965-3865) which coordinates the implementation of the government's bilingualism policy (English and French language services to the public) reports to this Committee.

BILLS

416-965-2841

ATT GEN, LEGISLATIVE COUNSEL SERVICES provides legislative advisory services to members of provincial parliament (MPP), government Ministers and Ministries. The Legislative Counsel Services is responsible for the drafting of bills and regulations, and for the preparation of annual statute books and the filing and publishing of regulations. For information on regulations, contact 965-2854.

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms, and supplies printing and typographic services to Ontario Government ministries and agencies through the graphic arts industry in Ontario. Also provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Duplicating Service (965-2211) provides an in-plant reproduction facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through both the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for the library depository system, cataloguing, inventory control and distribution of Ontario government publications.

416-965-1406

LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly, and is responsible for procedure and the daily publication of the Order Paper and Votes and Proceedings, the official record of the activities of the House. The Clerk's Office will answer questions about the status of legislation before the House, and rules pertaining to Private Bills. Also provides certified copies of parliamentary bills.

BINGOS

416-965-5181

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingo, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

BIRDS

Birds, see Ornithology, Nat Res Wildlife Br, Waterfowl.

BIRTH CONTROL

Birth Control, see Family Planning.

BIRTHS

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of \$3.00 each. Provision is made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

BLIND

416-965-5184

ATT GEN, BLIND PERSONS RIGHTS ACT of 1976 provides that blind persons shall not be denied accommodation, occupancy, services or facilities, or discriminated against for the reason that the blind person keeps or is accompanied by a guide dog. An identification card is issued upon written application, as *prima facie* proof that the blind person and his dog are entitled to the provisions of this Act.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is

also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to \$150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older) who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal Old Age Security (OAS) pensioners automatically get this

card, but those over 65 who are not OAS pensioners must apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

BOARD OF EDUCATION

Board of Education, see School Boards

BOARD OF NEGOTIATION

416-965-2867

ATT GEN, BOARD of NEGOTIATION may act as a mediator to negotiate a settlement when property is expropriated and no agreement can be reached on compensation for the expropriation. Either the property owner or the expropriating authority can request the services of the Board of Negotiation.

BOATING

Boating, see also Boats

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge, boating and ice huts. Contact regional office.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

BOATS

Boats, see also Boating

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

BODIES

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE, 26 Grenville St., Toronto M7A 2G9 investigates sudden and violent deaths; warns the public re prevention of similar deaths; orders autopsies for medical legal reasons; conducts inquests; signs certificates for cremation and for shipment of bodies out of Ontario; completes medical certificates of death in coroners' cases. Administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Supplies Schools of Anatomy in Ontario with donated or unclaimed bodies and inspects these schools. To contact Regional Coroners, York Region, phone 416-965-6678, Toronto; Niagara Region, phone 416-684-4776, St. Catharines; Kenora Region, phone 807-223-6956, Dryden; South Georgian Bay Region, 705-645-8733, Bracebridge; Nipissing Region, 705-746-2123, Parry Sound; East Central Region, 613-966-4944, Belleville.

BOILERS

416-965-4121

CCR, BOILERS AND PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

BONDS

Bonding of itinerant sellers, see CCR Central Registration Br.

416-965-2041

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status, registration of corporation securities (mortgages, bonds, debentures). Can supply copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-965-6691

TE & IA, SECURITIES BR acts as transfer agent for the province in domestic and foreign capital markets and in provincial borrowing (Province of Ontario debt securities, debentures, bonds) to ensure prompt interest payment and to supply information on transfer requirements to investors. Keeps in trust security deposits made by the public when required by provincial programs.

BOOK PUBLISHING

Book Publishing, see Publishing

BOOKSTORE

Bookstore, see Ontario Government Bookstore

BORROWING

416-965-6691

TE & IA, SECURITIES BR acts as transfer agent for the province in domestic and foreign capital markets and in provincial borrowing (Province of Ontario debt securities, debentures, bonds) to ensure prompt interest payment and to supply information on transfer requirements to investors. Keeps in trust security deposits made by the public when required by provincial programs.

BOTANY

Botany, see also Nat Res Park Management Br, Nat Res Park Planning Br, Nat Res Division of Forests.

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadians at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

BOUNDARY LINES

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost, obliterated or not registered. Does not provide for the creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

BOXING

416-965-4173

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional boxing and wrestling and amateur sports in

Ontario. Licenses professional boxers and wrestlers.

BREATHALYZERS

416-965-2561

SOL GEN, CENTRE OF FORENSIC SCIENCES prepares legally admissible evidence for law enforcement officers, attorneys, coroners, etc., by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

BRIDGES

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

416-248-3492

TR & COMM, STRUCTURAL OFFICE, Highway Engineering Div designs bridges and retaining walls on highways and prepares plans and contract documents for their construction. Reviews proposed designs of municipal bridges and culverts and inspects them to determine safe loads, maintenance needs and structure life. Recommends enactment of municipal load limit bylaws. Generates and maintains structural standards, structural manuals and handbooks and design aids.

BROADCASTING

Broadcasting, see also Radio, Television

416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops provincial government policy in communications field by: maintaining liaison with cable television, broadcast, and common carrier industries; maintaining intergovernmental liaison with other

provincial and federal agencies; undertaking research and analysis of telecommunications services; and providing a data bank of information on people served by broadcasting and cable firms, and on television viewing habits (248-3961).

BROKERS

Brokers, see also CCR, Commercial Registration Appeal Tribunal.

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramid Sales Act (pyramidal schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconscionable consumer representations & provides redress procedures for consumers.

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advise policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit

unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

416-965-2504

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

BRUCELLOSIS

Brucellosis, see Ag & Food Veterinary Services Br Regulatory & Communicable Diseases Section, also Health Community Health Protection Br Veterinary.

BUDGET

416-965-5273

TE & IA, FINANCIAL INFORMATION & ACCOUNTING Policy Branch is responsible for public reporting of government financial information. Produces Public Accounts annually for Legislature and the public. Operates Consolidated Revenue Fund accounting systems and budget monitoring system serving provincial ministries and agencies. Accounting Research and Policy Development Section (965-1731) serves ministries and agencies on development of financial information system and financial information and accounting policy development. Maintains financial administration policy liaison with Management Board and banking policy liaison with the banking community.

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local

sector. Advises Cabinet on proposed changes to existing provincial-municipal grant structure, including deconditionalizing of various specific grants. Develops budget options for assistance to local government and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for unconditional grants. Administers all unconditional grants, valued at over \$400 million in 1977. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-4746

TE & IA, TAXATION AND FISCAL POLICY BR coordinates preparation of provincial budget and Ontario Finances (progress report on budget performance). Researches and develops tax and fiscal policy alternatives for government.

BUILDERS

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. Under the Ontario New Homes Warranty Act which came into effect Dec. 31, 1976, all builders of homes and condominiums must be registered with the HUDAC New Home Warranty Program, a non-profit corporation sponsored by the Housing and Urban Development Association of Canada (Ontario council). The self-financing program provides a warranty that new and previously unoccupied homes and condominiums sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from new home and condominium buyers. Both builders and buyers can appeal Corporation decisions with the Commercial Registration and Appeal Tribunal.

416-965-9819

HOUSING, LAND MARETING & SURVEYS BR, Land Marketing Program. Land developed by the Ministry (or through federal-provincial partnerships) will be sold to builders for cash. Whenever possible 'no frill' modest housing, Assisted Home Ownership Program (AHOP) qualified, will be constructed and sold by builders who will be required to arrange their own financing through private lending institutions.

BUILDING CODE

416-965-5881

CCR, BUILDING CODE BR is developing a fire code and administers a building code for Ontario to minimize building health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not

provincial, responsibility. Maintains the Ontario Plumbing Code.

BURIAL GROUNDS

Burial Grounds, see Cemeteries

BURIALS

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

BURSARIES

Bursaries, see also Coll Univ Student Awards Br.

416-965-2609

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of elementary & secondary school teaching certificates (965-2600); evaluation of teaching qualifications (965-6126); evaluation of academic qualifications, including those of Ontario landed immigrants (965-1357); admission of teachers to Ministry summer courses (965-4487); secondary school diplomas, scholarships (965-7291); secondary school bursaries (965-6126); transcripts of student records (965-5384); transcripts of teacher training courses (965-2600); and inspection of private schools (965-6802). The Branch evaluates foreign education documents at the elementary and secondary school levels for employment and study purposes.

BUS

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices in Ontario, serves the public by administering programs for the examination of drivers and for the safety and mechanical

fitness inspection of vehicles. Driver licensing involves examination of applicants for operator's licences, chauffeur's licences, motorcycle licences, and for authority to drive a school bus. Issues annual, project, single trip and farm permits. Contact regional or district offices. In Metro Toronto, call Central Region, 248-7163.

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING OFFICE issues licences to public vehicles (PV), e.g. every bus, and to public commercial vehicles (PCV), e.g. trucks and truck tractors, operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

BUSINESS

Business, see also Corporations, Industry

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramid schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-7581

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships and limited partnerships, proprietorships and registration of corporations style names. Also registers dissolution or withdrawal of these and conducts public searches of documents relating to business ventures.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramid Sales Act (pyramid schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconscionable consumer representations & provides redress procedures for consumers.

416-965-2504

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL Services are the responsibility of the Veterinary Public Health Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (B). This branch administers provincial programs designed to improve downtown or business districts. Section 361 of the Municipal Act permits concerned businessmen to establish improvement areas and raise funds to improve and beautify municipally owned lands, buildings and structures in the area. The Ontario Downtown Revitalization Program helps municipalities with a maximum population of 125,000 to receive public investment for 'seeding' projects to restore confidence in a community's core area. Subject to availability funds are provided by the province in the form of partially recoverable loans up to a maximum two-thirds of the approved cost of the project. See also Housing, Community Renewal Br (A).

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR maintains staff in Regional Offices across the province to counsel, in broad terms, small size Ontario Businesses (mainly manufacturers) to increase economic effectiveness, stimulate growth, reduce costs, increase sales, conserve energy and assist in the development of new products and processes. Contact Queen's Park, Toronto (965-0410) or Regional Offices. Regional Office serving Metro Toronto is located at 5 Fairview Mall Drive, Willowdale (491-7680). See also Ind & Tour Small Business Operations Div, Ind & Tour Consultative Services Br Counselling, and Ind & Tour Consultative Services Br Grants.

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrification. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and audio-visual presentations, and through a joint program with Mohawk College of Applied Arts & Technology to operate a Mobile Service Unit (M.S.U.) that visits companies to analyze energy costs and point out potential savings. Contact Queen's Park or Regional Offices. (in Metro Toronto, call 491-7680).

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS provides financial assistance to small businesses for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturers through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturers through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park or Regional Offices (in Metro Toronto, 491-7680).

416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services

Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

416-965-5715

IND & TOUR, INDUSTRY & TRADE DEV BR assists business to develop trade leads and sales outlets outside Ontario. Investigates marketing problems, screens potential licensees or joint ventures partners. Organizes trade, technology and Business Opportunity Missions and international trade fairs. Assists and counsels companies from outside Ontario seeking manufacturing, industry investment opportunities in Ontario. The branch is divided into four geographical areas: North America (965-3563); Europe (965-5715); the U.K. (965-5715) or contact Ontario House at Charles 11 St., London SW1 4QS, England); and Special Areas (965-5715) which deals with the remaining areas and also manages and coordinates the activities of the ministry's offices in Toyko and Mexico City.

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR Management Services Section provides management programs, printing and distribution services (965-5442), mail services (965-4278), purchasing services (965-4311), travel service and general office services (965-4323), and foreign language services (965-1587). Records Services Section (965-1873) provides records and forms control and central filing. Library Services Section (965-3365) has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-5711

IND & TOUR, SECTOR ANALYSIS BR develops policy proposals for governmental consideration relating to the problems, needs and opportunities of industry in general and of individual industry sectors. Develops industry analyses on a sector basis for the information of government officials and the business community.

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour

Consultative Services Br entries listed separately in this index. The Selective Placement Section provides professional and skilled manpower counselling and, in cooperation with Canada Manpower & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks; providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

SOL GEN, RETAIL BUSINESS HOLIDAYS ACT came into force Jan. 1, 1976 to provide for common days of rest on which retailing is kept to a minimum and leisure time activity is encouraged. It requires Ontario retail establishments to close each Sunday, New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Christmas Day & Boxing Day. Certain business establishments are exempt. Some remain open: if they meet requirements as to floor space & number of people serving the public, depending on type of goods & services sold, on a Sunday if they are closed Saturday. A Municipal Council may pass a by-law exempting an establishment from closing where it is essential to the tourist industry in its jurisdiction. The law is enforced by the police. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from: Ontario Government Bookstore, 880 Bay St., Toronto (965-2054).

416-248-3634

TR & COMM, ECONOMIC POLICY OFFICE develops economic policies

for the transportation sector. Assists small business with shipping problems. Divided into three sections: Modal Studies (248-3744); Forecasting and Market Studies (248-3756); and Transportation Pricing (248-3634).

CABINET COMMITTEE ON CONFEDERATION

416-965-4716

CABINET COMMITTEE ON CONFEDERATION advises the government on: the relationship of Ontario to Confederation and on related federal-provincial and interprovincial relationships; how the public might acquire further understanding of the advantages of confederation; means of greater interaction between Ontarians and the people from the other provinces. The office of the Coordinator on Bilingualism (965-3865) which coordinates the implementation of the government's bilingualism policy (English and French language services to the public) reports to this Committee.

CABINET OFFICE

416-965-3581

CABINET OFFICE performs an administrative function for Cabinet meetings and Cabinet Committees. Functioning internally, the Office does not serve the public directly. Referrals for information on the structure of the Cabinet should be sent to Cabinet Office, Room 381, Legislative Bldg., Queen's Park, Toronto.

CABLE TELEVISION

416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops provincial government policy in communications field by: maintaining liaison with cable television, broadcast, and common carrier industries; maintaining intergovernmental liaison with other provincial and federal agencies; undertaking research and analysis of telecommunications services; and providing a data bank of information on people served by broadcasting and cable firms, and on television viewing habits (248-3961).

CAISSES POPULAIRES

Caisse Populaires, see Credit Unions

CAMPGROUNDS

Campgrounds, see also Camps

416-965-4008

IND & TOUR, TOURISM MARKETING BR promotes Ontario travel, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, attractions, facilities and tours. Provides up-to-date ski reports and campgrounds vacancy information. In Toronto call or visit

the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program (OTAP), and advertises Ontario to the consumer travel trade and conventions markets.

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general park information, contact 965-3081 and during the summer months from 8:00 a.m. to midnight, 967-0427.

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

CAMPS

Camps, see also Campgrounds

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele.

such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

CANADA STUDENT LOAN

Canada Student Loan, see Student Awards

CANADIAN LEARNING MATERIALS FUND

Canadian Learning Materials Fund, see Educ Curriculum Br

CANADIAN PLOWING COUNCIL

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Canadian Plowing Council.

CANADIANA

Canadiana, see Royal Ontario Museum.

CANCER

416-423-4240

HEALTH, ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION conducts regional treatment centres where treatment of cancer by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). Rehabilitation services are also provided for patients needing speech therapy or prosthetic devices. Grants are awarded for cancer research, and medical graduates are encouraged to work on cancer treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

CANOE ROUTES

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general park information, contact 965-3081 and during the summer months from 8:00 a.m. to midnight, 967-0427.

CAR

Car, see Vehicles

CAREER COUNSELLING

Career Counselling in Ontario Public Service, see Civ Serv Staffing Services Br A.

CATTLE

Cattle, see Livestock

CCR ADMINISTRATIVE SERVICES BR

416-965-2796

CCR, ADMINISTRATIVE SERVICES BR supplies the ministry with administrative services. For a description of functions see first entry under administrative services.

CCR BOILERS AND PRESSURE VESSELS BR

416-965-4121

CCR, BOILERS AND PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

CCR BUILDING CODE BR

416-965-5881

CCR, BUILDING CODE BR is developing a fire code and administers a building code for Ontario to minimize building, health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Maintains the Ontario Plumbing Code.

CR CEMETERIES BR

416-965-6611

CCR, CEMETERIES BR approves plans of cemetery area, rules and regulations, deed forms and tariff of rates for cemeteries, burial grounds, church yards, mausolea, crematoria, columbaria and urn gardens. The branch also answers inquiries and investigates complaints about cemeteries. Contact Queen's Park or regional offices. For inquiries

about funeral directors and embalmers, call the Board of Administration under the Embalmers and Funeral Directors Act. First Floor, 25 Grosvenor St., Toronto, 921-5164.

CCR CENTRAL REGISTRATION BR

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

CCR COMMERCIAL REGISTRATION APPEAL

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

CCR COMMERCIAL REGISTRATION BR

416-965-8102

CCR, COMMERCIAL REGISTRATION BR protects the public interest by administering the annual licensing or registration of businesses under these acts: Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Agents, Bailiffs, Collection Agencies, Mortgage Brokers, and Consumer Reporting. Contact CCR Central Registration Br (965-4241) which performs actual registration functions.

CCR COMMUNICATIONS SERVICES BR

416-965-4239

CCR, COMMUNICATIONS SERVICES BR provides information service for the Ministry of Consumer and Commercial Relations. For a description of activities, see first entry under information service. For specific consumer complaints contact appropriate branches described separately in this index.

CCR COMPANIES SERVICES BR 416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

CCR COMPANIES SERVICES BR CORPORATION 416-965-5424

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of charters (letters patent, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

CCR COMPANIES SERVICES BR CORPORATION NAMES 416-965-2031

CCR, COMPANIES SERVICES BR CORPORATION NAMES Section deals with the approval and reservation of corporate names for new incorporations and proposed changes of names by existing corporations.

CCR COMPANIES SERVICES BR PARTNERSHIPS 416-965-7581

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships and limited partnerships, proprietorships and registration of corporations style names. Also registers dissolution or withdrawal of these and conducts public searches of documents relating to business ventures.

CCR COMPANIES SERVICES BR RECORDS 416-965-2041

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status, registration of corporation securities (mortgages, bonds, debentures). Can supply copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

CCR COMPANY LAW BR 416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out

deficiencies in the applications submitted to the Companies Services Branch.

CCR CONSUMER SERVICES BUREAU

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramid Sales Act (pyramidal schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconscionable consumer representations & provides redress procedures for consumers.

CCR COOPERATIVE SERVICES BR

416-965-6834

CCR, COOPERATIVE SERVICES BR administers the legislation affecting cooperatives. Also gives advice and information to members of co-ops or persons interested in incorporating them.

CCR CREDIT UNIONS BR

416-965-2515

CCR, CREDIT UNIONS BR sets minimum standards for and supervises credit unions and caisses populaires. These standards govern the incorporation, management audit and dissolution of credit unions.

CCR ELEVATING DEVICES BR

416-965-4111

CCR, ELEVATING DEVICES BR inspects and licenses elevating devices including elevators, escalators, dumbwaiters, moving walks, platform lifts and ski lifts. Reviews and approves designs of new installations and major alterations. Investigates accidents and complaints of unsafe conditions or improper use of elevating devices. Registers contractors involved in maintenance and monitors their performance.

CCR ENERGY SAFETY BR

416-965-7627

CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline.

CCR FINANCE & PROGRAM EVALUATION BR**416-965-6483**

CCR, FINANCE & PROGRAM EVALUATION BR provides all operating programs of the ministry with financial management services.

CCR FINANCIAL INSTITUTIONS DIV**416-965-4247**

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

CCR HUDAC NEW HOME WARRANTY PROGRAM**416-922-3005**

CCR, HUDAC NEW HOME WARRANTY PROGRAM. Under the Ontario New Homes Warranty Act which came into effect Dec. 31, 1976, all builders of homes and condominiums must be registered with the HUDAC New Home Warranty Program, a non-profit corporation sponsored by the Housing and Urban Development Association of Canada (Ontario council). The self-financing program provides a warranty that new and previously unoccupied homes and condominiums sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from new home and condominium buyers. Both builders and buyers can appeal Corporation decisions with the Commercial Registration and Appeal Tribunal.

CCR INTERNAL AUDIT**416-965-5543**

CCR, INTERNAL AUDIT is responsible for the ministry's audit function. For a description of the function see first entry under audit.

CCR INVESTIGATION AND ENFORCEMENT BR**416-965-8100**

CCR, INVESTIGATION AND ENFORCEMENT BR performs a support role to the administrators of the various business practice acts administered by the ministry. Complaints from the public are normally answered by the Registrars of the Acts.

CCR LAND BOUNDARIES PROGRAM**416-965-7548**

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation

of the true location of boundary lines which have been lost, obliterated or not registered. Does not provide for the creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

CCR LEGAL SERVICES 416-965-4337

CCR, LEGAL SERVICES Section provides legal services for the Ministry of Consumer and Commercial Relations. For a description of activities see first entry under legal services.

CCR LIQUOR CONTROL BOARD OF ONTARIO 416-965-4911

CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and wines) for home consumption and to licensed establishments in government stores throughout Ontario. The Liquor Control Board imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply. Consultants are available in many metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers. Age of Majority cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from LCBO stores and brewers retail outlets.

CCR LIQUOR LICENCE APPEAL TRIBUNAL 416-965-7798

CCR, LIQUOR LICENCE APPEAL TRIBUNAL hears appeals from persons aggrieved by a decision of the Liquor Licence Board.

CCR LIQUOR LICENCE BOARD OF ONTARIO 416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor licences for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for licensed establishments. For general information, phone 965-1387; transfers, 965-4691; special occasion permits, 965-4675; advertising, 965-3450.

CCR LOTTERIES BR 416-965-5181

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

CCR MANAGEMENT SECRETARIAT 416-965-5151

CCR, MANAGEMENT SECRETARIAT. Commercial Studies Section

conducts ministry research projects. Has general information on franchises. Systems Section (965-0232) provides the ministry with advice and assistance on management consulting, systems development and data processing.

CCR MOTOR VEHICLE ACCIDENT CLAIMS FUND 416-965-6701

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) compensates victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act.

CCR MOTOR VEHICLE DEALERS BR 416-965-3025

CCR, MOTOR VEHICLE DEALERS BR registers dealers and salesmen of new and used motor vehicles. Investigates complaints received in writing concerning transactions relating to the purchase and sale of motor vehicles. Contact Queen's Park or Regional Office.

CCR OFFICE OF THE REGISTRAR GENERAL 416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of \$3.00 each. Provision is made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

CCR ONTARIO RACING COMMISSION 416-965-0520

CCR, ONTARIO RACING COMMISSION (ORC) promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

CCR ONTARIO SECURITIES COMMISSION 416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from

escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

CCR OPERATING ENGINEERS BR

416-965-4188

CCR, OPERATING ENGINEERS BR promotes the safe operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

CCR PAPERBACK AND PERIODICAL DISTRIBUTORS

416-965-5599

CCR, PAPERBACK AND PERIODICAL DISTRIBUTORS Section licenses dealers of paperbacks and periodicals. Continually checks on the extent of non-resident ownership and control of these operations. Contact Queen's Park or regional offices.

CCR PENSION COMMISSION OF ONTARIO

416-965-2961

CCR, PENSION COMMISSION OF ONTARIO administers the Pension Benefits Act, which includes the registration of all private pension plans covering employees in Ontario. Also seeks to improve the quality and the administration of pensions.

CCR PERSONAL PROPERTY REGISTRATION

416-965-7655

CCR, PERSONAL PROPERTY REGISTRATION Branch provides the Personal Property Security Registration System (PPSR) in which the lender of money can record security interests in personal property when the property is sold 'on time' or pledged as security for a loan. System also provides an inquiry capability so that a third person can protect himself from security interests when buying personal property or accepting it as a collateral for a loan. Inquiry can be made through owner's name or motor vehicle serial number. Inquiries can be made by telephone for Deposit Account Holders or in person and by mail upon payment of a fee. For information contact local PPSR branch. In Toronto call 965-7359. System serves the financial community, automobile dealers and the public. The document creating the security interest is a security agreement (includes chattel mortgage, conditional sale contract, assignment of book debts). The document that is registered is a financing statement.

CCR PERSONNEL SERVICES BR

416-965-6481

CCR, PERSONNEL SERVICES BR performs the personnel functions for the Ministry of Consumer and Commercial Relations. For a description of branch activities, see first entry under personnel.

CCR PROPERTY LAW PROGRAM

416-965-3248

CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch, performs statutory functions of Director of Titles: responsible for legal quality of land registration records, drafts amendments to the regulations under the Land Titles Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of Titles Act. Processes applications of title and for conversion of title from the land registry to the land titles system.

CCR REAL ESTATE AND BUSINESS BROKERS

416-965-2504

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

CCR REGIONAL PROPERTY REGISTRATION

416-965-6644

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II (965-6644 and 965-9008, respectively) operate land registry offices throughout Ontario where documents for real property (land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Discharging a mortgage is normally done through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

CCR REGISTRAR OF BAILIFFS

416-965-2513

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers is responsible for investigating complaints about and registering private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidalic schemes under the Pyramidic Sales Act. Recommends appointments under the Bailiffs Act.

CCR RENT REVIEW

416-923-1199

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile home sites and some rent-gearred-to-income units. The Act came into effect December 18, 1975. The Act

is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant filed application forms regarding rent increases. If decision of Rent Review Office is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

CCR THEATRES BR

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm, 16mm projectors and films. Also examines and licenses projectionists. Approves motion picture advertising and classification.

CCR TRAVEL INDUSTRY ACT

416-965-1318

CCR, TRAVEL INDUSTRY ACT, to protect the financial interests of Ontario travellers, and to ensure ethical conduct and good travel service, requires the registration of travel agents and travel wholesalers. Complaints are investigated. Contact Queen's Park or regional offices.

CCR UPHOLSTERED AND STUFFED ARTICLES BR

416-965-2127

CCR, UPHOLSTERED AND STUFFED ARTICLES BR registers renovators and manufacturers of upholstered and stuffed articles; inspects premises of registrants as well as retailers of these articles. Investigates consumer complaints about stuffed furniture, mattresses, pillows, toys, etc. and tests filling material submitted to the branch. Contact Queen's Park or regional offices.

CEMETERIES

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-6611

CCR, CEMETERIES BR approves plans of cemetery area, rules and regulations, deed forms and tariff of rates for cemeteries, burial grounds, church yards, mausolea, crematoria, columbaria and urn gardens. The branch also answers inquiries and investigates complaints about cemeteries. Contact Queen's Park or regional offices. For inquiries about funeral directors and embalmers, call the Board of Administration under the Embalmers and Funeral Directors Act. First Floor, 25 Grosvenor St., Toronto, 921-5164.

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

CENSORSHIP

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm, 16mm projectors and films. Also examines and licenses projectionists. Approves motion picture advertising and classification.

CHAPLAINCY

416-965-3733

CIV SERV, ADMIN SERVICES BR, CHAPLAINCY Services Section coordinates policies and procedures relating to the provision of chaplaincy services in ministries with institutions. Provides liaison between affected ministries and the Interfaith Committee of the Council of Churches.

416-965-6491

CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to the adult and juvenile programs of

the Ministry. Consultants in psychiatry, dentistry, psychology, social work and chaplaincy are responsible for planning and supervision of services in these fields. Library Services Br (965-7773) provides library services to inmates and wards under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

CHARITABLE ORGANIZATIONS

Charitable Organizations, see also Non-Profit Corporations

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

CHARTERS

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-5424

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of charters (letters patent, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge

Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-1774.

CHARTS

Charts, see Maps

CHATTTEL MORTGAGE

Chattel Mortgage, see CCR Personal Property Registration

CHEESE

Cheese, see Dairy.

CHEST CLINICS

416-965-2528

HEALTH, CLINIC SERVICES BR Chest Disease Service (965-2301) provides diagnostic services and ambulatory treatment for tuberculosis and other respiratory diseases through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

CHILD ABUSE

416-965-0176

COMM SOC, CHILD WELFARE BR finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

CHILDREN

Children, see also Juveniles, Youth, Adolescents

416-965-1865

ATT GEN, OFFICIAL GUARDIAN represents the civil rights of persons under a legal disability usually under 18 years of age, or mentally incompetent, as well as unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases. The Official Guardian's

jurisdiction is province-wide.

416-924-0631

ATT GEN, PROVINCIAL COURTS FAMILY DIV are Courts of Law dealing with Domestic Law (financial support orders for deserted or destitute wives & children, paternity suits & support of illegitimate children; Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. The Chief Judge's office is at tel. 457-5170. There is a court in each county. In the Judicial District of York, main branch is located at 311 Jarvis St., tel. 924-0631. Clients requiring professional assistance or guidance in domestic, child welfare or juvenile areas may drop in for counselling by social workers. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by a juvenile may prefer a private complaint and discuss the matter with a social worker.

416-965-5545

ATT GEN, SUPREME COURT of ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions, any party before the High Court may demand a trial by judge and jury. The new Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

416-965-7314

ATT GEN, SURROGATE COURT issues letters probate of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Also processes applications for the custody of children. The Surrogate Court also handles contested claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

416-965-0176

COMM SOC, CHILD WELFARE BR finances. inspects and supervises

Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counsellng on child abuse and adoptions, and counsellng to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

416-965-7683

COMM SOC, CHILDREN'S SERVICES DIV, operational in July, 1977 integrates programs to meet needs of Ontario children & youth. Programs from other ministries will be moved to this division. From Health: Children's Mental Health Services Br, Children's Mental Health Centres Act facilities/programs, Regional Children's Centres, children's units in psychiatric hospitals, family court clinics; from Correctional Services: Juvenile Div (training schools, group homes, foster homes, special rates homes, probation & after care); from Attorney General: Observation & Detention Centres, contract homes, psychiatric clinic in Toronto. In this ministry: Child Welfare Br, facilities/programs under these Acts: Child Welfare, Children's Institutions, Children's Boarding Homes, Charitable Institutions (children); child abuse, mental retardation services for children, Day Nurseries Br, programs/facilities under Day Nurseries Act.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices re: funding, licensing and supervision of day nurseries; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.); and provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding child care and pre-school education. Consults with provincial associations and groups regarding development of programs, staffing and

legislation. For financial questions contact 965-2521.
Contact district office.

416-965-6231

COMM SOC, MENTAL RETARDATION FACILITY SERVICES Division operates facilities and funds facilities operated by a Board of Directors for mentally retarded and multiply handicapped children and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to \$150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-1487

CORR SERV, JUVENILE DIVISION provides three types of service to children between the ages of 7 and 17 years: probation and after-care, training schools and group homes. As an alternative to training schools, group homes provide juveniles with an opportunity for growth in the community. Group homes are on contract with the ministry. Community resources and training schools are used for reassessments. Regional coordinators work with homes, providing general support and liaison with other ministry branches and agencies. Province-wide probation and after-care regional offices work with juveniles and their families. See also Corr Serv Delinquency Prevention & Native Programs, another activity of this division.

416-965-2696

CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public libraries throughout Ontario. Provides library grants, library by-laws and statistics, and other

information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For Children.

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for

100 - CHILDREN'S AID SOCIETIES

teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

416-965-5161

GOVT SERV, EMPLOYEE ADVISORY SERVICE provides counselling and referral services in cases where alcohol and drug addiction related problems are affecting the work performance of an Ontario Public Service employee. Assists employees in pension planning, insurance benefits planning, and retirement planning. Provides day care counselling to employees with children aged 4 weeks through 10 years. To contact day care counselling service write or call: Employee Advisory Service, 13th floor, 25 Grosvenor Street, Toronto, tel. 965-9953.

416-965-8067

HEALTH, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and adolescents who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. The branch also funds several out-patient clinics in general hospitals, and two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

416-965-8176

HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH Consultants promote community health programs related to prenatal and postnatal care and education, infant and preschool health, health of children at school, family life education and family planning. Contact Health Communication Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

CHILDREN'S AID SOCIETIES

416-924-0631

ATT GEN, PROVINCIAL COURTS FAMILY DIV are Courts of Law dealing with Domestic Law (financial support orders for deserted or destitute wives & children, paternity suits & support of illegitimate children; Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (juveniles, between 7 and 16 yrs); and a few criminal

offences in a family context. The Chief Judge's office is at tel. 457-5170. There is a court in each county. In the Judicial District of York, main branch is located at 311 Jarvis St., tel. 924-0631. Clients requiring professional assistance or guidance in domestic, child welfare or juvenile areas may drop in for counselling by social workers. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by a juvenile may prefer a private complaint and discuss the matter with a social worker.

416-965-0176

COMM SOC, CHILD WELFARE BR finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

416-965-6211

COMM SOC, TRAINING & STAFF DEVELOPMENT BR ensures competence of ministry staff through three sub-units. Area Staff Development Offices throughout Ontario maintain liaison with ministry district offices and mental retardation facilities to identify and respond to staff training needs. Officers also serve related social agencies such as Children's Aid Societies and municipal social services. The Human Resource Unit assesses ministry manpower needs and recommends social welfare training requirements to the Industrial Training Br, Ministry of Colleges and Universities. Program Design Implementation Unit designs and delivers training programs.

CHIROPODISTS

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been

submitted to the OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

CHIROPRACTORS

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to the OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

CHRISTMAS TREES

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for

land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

CHURCH YARDS

Church Yards, see Cemeteries

CHURCHES

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

CIGARETTES

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

CIGARS

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

CITIES

Cities, see Municipalities

CITIZENS' INQUIRY BRANCH

416-965-3535

CULT & REC, CITIZENS' INQUIRY BRANCH is an information service which provides information about, or referral to all Ontario Government ministries. It is a resource for other government ministries, Members of Provincial Parliament (MPPs) and community or private organizations, and provides its service to those referred from these sources. The Citizens' Inquiry Branch refers the inquirer to the appropriate source of information or coordinates information and services for those unable to do so themselves.

CIV SERV ADMIN SERVICES BR

416-965-1463

CIV SERV, ADMIN SERVICES BR provides and coordinates support services to the Civil Service Commission and also provides specified coordinated services on behalf of the Commission to the ministries. Program Analysis Section (965-5404) provides budgetary services through advice, audit, analysis and control. Systems Coordination Section (965-1404) provides technical advice on systems applications and procedures for obtaining, maintaining and using records. Manual of Administration Section (965-4768) edits, publishes and distributes manuals on policies of the Commission. Affirmative Action Coordinator (965-4840) serves its women employees. Other sections in this branch are described under Civ Serv, Admin Services Br, Section Name.

CIV SERV ADMIN SERVICES BR CHAPLAINCY

416-965-3733

CIV SERV, ADMIN SERVICES BR, CHAPLAINCY Services Section coordinates policies and procedures relating to the provision of chaplaincy services in ministries with institutions. Provides liaison between affected ministries and the Interfaith Committee of the Council of Churches.

CIV SERV ADMIN SERVICES BR COMMUNICATIONS

416-965-5621

CIV SERV, ADMIN SERVICES BR, COMMUNICATIONS and Publicity Section produces TOPICAL, a semi-monthly paper which is distributed to Ontario civil servants including pensioners. On alternate weeks a second paper, the JOBMART, is published containing information on job openings within the Ontario Public Service. Also handles job advertising in the press for all Ontario government ministries. Produces the annual report of the Commission and Public Service Act and regulations.

CIV SERV ADMIN SERVICES BR COMMUNITY

416-965-6489

CIV SERV, ADMIN SERVICES BR, COMMUNITY Liaison Section assists local community funds such as the United Way, the Canadian Cancer Society, etc. by organizing the voluntary contributions of Ontario government employees. Establishes

CIV SERV PAY POLICY & ADMIN BR - 105

blood donor clinics in the Toronto area.

CIV SERV ADMIN SERVICES BR PERSONNEL 416-965-2065
CIV SERV, ADMIN SERVICES BR, PERSONNEL Services Unit provides the Commission and Management Board with administrative services, advice and decisions on personnel administration. Personnel Data Section (965-1401) maintains Ontario Public Service position, organization and employee data and supplies data to authorized Commission staff.

CIV SERV ADMIN SERVICES BR STAFF 416-965-5761
CIV SERV, ADMIN SERVICES BR, STAFF Services Section administers the Quarter Century Club for government employees with 25 or more years of service, including superannuates. The Club organizes yearly banquets across Ontario and hosts Canada-wide seminars in Toronto.

CIV SERV BENEFITS POLICY BR 416-965-9419
CIV SERV, BENEFITS POLICY BR develops, recommends, implements and maintains policies with respect to all public sector pension plans and benefit programs within the Ontario Public Service (OPS). Coordinates activities of committees monitoring pension escalation fund and insurance programs. Assists Staff Relations Div in negotiating employee benefits in the Ontario Public Service. Produces, updates and distributes information on benefits and pensions to all civil servants. For questions regarding administration of benefit plans call respective ministry personnel branch, or Employee Benefits Branch, Ministry of Government Services, 965-6861.

CIV SERV CLASSIFICATION BR 416-965-1022
CIV SERV, CLASSIFICATION BR administers, on a service-wide basis, the classification of all non-executive positions in the classified service.

CIV SERV COMPENSATION DIV 416-965-3728
CIV SERV, COMPENSATION DIV has total responsibility for benefits policy, including other public service pensions, salary administration practices and classification systems for the public service. Branches under this division (Benefits Policy, Classification, Pay Policy & Administration) are described individually in this index. See Civ Serv, branch name.

CIV SERV PAY POLICY & ADMIN BR 416-965-6086
CIV SERV, PAY POLICY & ADMIN BR recommends to the Commission policies relating to pay in the Ontario Public Service (OPS). Develops for approval by Management Board, the government's objectives in negotiations with Ontario Public Service Employees Union (OPSEU) covering pay. Recommends pay

revisions for management classes and develops the technology used in the maintenance of pay determination processes, monitoring and cost forecasting systems.

CIV SERV PERSONNEL AUDIT BR

416-965-2091

CIV SERV, PERSONNEL AUDIT BR provides a continuing internal audit of the application of formal personnel administration requirements in the Ontario Public Service as a service to senior management in the Commission, and in ministries. Its findings and recommendations serve as a basis for administrative action as required.

CIV SERV PUBLIC SERVICE APPEAL BOARDS

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6246), established in 1975, hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union, the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6246) hears appeals re union representatives, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate interests, disputes, e.g. salary rates, benefits, etc.

CIV SERV SENIOR APPOINTMENTS AND COMPENSATION

416-965-5435

CIV SERV, SENIOR APPOINTMENTS AND COMPENSATION OFFICE provides staff support services for the Senior Appointments Advisory Committee and Senior Manpower Planning Subcommittees, and implements all aspects of recruitment, appointments, compensation and career development for the Ontario Public Service senior executives and program directors.

CIV SERV STAFF RELATIONS DIV

416-965-2002

CIV SERV, STAFF RELATIONS DIV collects, analyzes and exchanges data on compensation practices in the public and private sectors. Determines and coordinates policy on staff relations for all ministries. Represents the Crown as the employer in all collective bargaining in the Ontario Public Service.

CIV SERV STAFFING SERVICES BR B - 107

CIV SERV STAFF TRAINING & DEVELOPMENT BR

416-965-1438

CIV SERV, STAFF TRAINING & DEVELOPMENT BR. Staff Training & Development Services Section (965-1438) identifies training and development needs of Ontario Government employees. Develops appropriate learning experience to meet these needs and evaluates effectiveness of this training. Courses and seminars are usually held at the Staff Development Centre, Kempenfeldt Bay, Barrie (705-728-2321). French Language Services Section (965-4162) offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges. Library (965-7096) offers specialized services in the management science field.

CIV SERV STAFFING CONTROL BR

416-965-1483

CIV SERV, STAFFING CONTROL BR develops and administers policies, standards and procedures to control the staffing activities of the Ontario Public Service. Reviews and recommends for approval all requests from ministries for unclassified appointments and external recruitment. Develops policies on surplus employees and manpower control. Reviews delegated recruiting agreements and provides ministries with staffing, training and recruitment services for non-delegated classes, e.g. personnel administrators.

CIV SERV STAFFING SERVICES BR A

416-965-7095

CIV SERV, STAFFING SERVICES BR (A). Human Resources Planning Section (965-7095) advises the ministries, Civil Service Commission and Management Board on career development and counselling, goal setting and performance appraisal, and training and development policy. Career Counselling Service Section (965-9604) serves the Ontario Public Service (OPS) and complements ministries' career counselling programs. See also Civ Serv Staffing Services Br (B) for other sections in Branch.

CIV SERV STAFFING SERVICES BR B

416-965-4758

CIV SERV, STAFFING SERVICES BR (B). Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in recruitment of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and employment practices in the OPS for permanent part-time employment and employment of disadvantaged persons. Employment Services Section (965-6081) provides information on employment opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of

qualified applicants to assist ministries with their staffing needs. Go Temporary Program (965-7688) recruits and maintains resources staff to fill temporary positions in the OPS. See also Civ Serv Staffing Services Br (A) for other sections in Branch.

CIVIL SERVICE COMMISSION

Civil Service Commission, see CIV SERV Branch Name

CJRT-FM

416-595-5281

CULT & REC, CJRT-FM provides educational opportunities for the citizens of the province of Ontario by offering university level credit courses as well as programming designed to provide a better understanding and appreciation of such fields of interest as the arts, music and literature. All program content including the open sector programming is presented in a non-commercial format.

CLOSING OF RETAIL STORES

Closing of Retail Stores, see Sol Gen Retail Business Holidays Act.

CLOTHING

Clothing, stuffed clothing, see CCR Upholstered And Stuffed Articles Br.

CO-OPS

Co-Ops, see Cooperatives

COACHES

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in physical activities for enjoyment. Promotes competition in multi-sports games (e.g. regional & provincial Ontario Summer & Winter Games). Provides administrative, consultative and limited financial assistance (grants) to provincial sport governing bodies. The Ontario Sports Administration Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is also funded by this Ministry. Sports Awards Program honours accomplishments made by Ontario athletes and citizens in amateur sport. Coaching Development Program (Tel. 965-6311) improves the calibre of leadership available to amateur sport. Ontario Sports Travelcade (Tel. 965-6311) takes sports and fitness resources around Ontario to help raise the level of expertise among athletes, coaches, etc. The branch encourages physical fitness in individuals by working with community groups, municipalities and industries in the development of fitness programs (965-6311). See also

COLL UNIV INDUSTRIAL TRAINING BR - 109

Cult & Rec Office of Athletics Commissioner.

COLL UNIV ACCOUNTS AND ADMIN SERVICES BR 416-965-5921

COLL UNIV, ACCOUNTS AND ADMIN SERVICES BR performs the accounting (phone: 965-9051) and administrative services (phone: 965-6426) functions for the ministry. Accounting includes processing and distribution of student awards and operating funds for post-secondary institutions, as calculated by the Student Awards and Institutional Accounting branches, respectively. For a description of accounting and administrative service functions, see first entries under accounting and administrative services.

COLL UNIV COLLEGE AFFAIRS BR 416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Manpower for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools, and for Regional Nursing Assistant (RNA) schools. For information about private vocational schools, contact 965-9127. For information about RNA schools and the RNA program, contact 965-4051.

COLL UNIV COUNCIL OF REGENTS FOR CAATS 416-965-4234

COLL UNIV, COUNCIL OF REGENTS FOR CAATS evaluates the effectiveness of Colleges of Applied Arts and Technology (CAATs); approves requests for new programs; approves master plans and their modifications; reviews college multi-year plans; establishes salaries, wages, and terms and conditions of employment for college staffs; provides policy guidelines; and appoints Boards of Governors. The Council has a full-time Executive Secretary, and additional secretariat services are provided by Coll Univ College Affairs and Program Resources branches.

COLL UNIV INDUSTRIAL TRAINING BR 416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program

110 - COLL UNIV INDUSTRIAL TRAINING COUNCIL

(OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

COLL UNIV INDUSTRIAL TRAINING COUNCIL

416-965-0693

COLL UNIV, INDUSTRIAL TRAINING COUNCIL is a group of citizens appointed to advise the Minister of Colleges & Universities on provision and delivery of training programs for job related skills. Acts as contact with public to consider and make recommendations on all post-secondary skill training programs and proposals outside colleges and universities.

COLL UNIV INFORMATION RESOURCES BR

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

COLL UNIV INSTITUTIONAL ACCOUNTING

416-965-2150

COLL UNIV, INSTITUTIONAL ACCOUNTING and Architectural Services Br administers all transfer payment programs to universities and Colleges of Applied Arts and Technology (CAAT) and related institutions for operating and capital purposes. Prepares claims on federal-provincial cost sharing programs. Maintains an overview of the physical facilities of universities and colleges, and provides architectural advice to the ministry. To refer specific inquiries, phone 965-5237 for transfer payments (operating); 965-5238 for capital funds; 965-5239 for shared cost programs; 965-6563 for architectural services.

COLL UNIV INTERNAL AUDIT SERVICES BR

416-965-3236

COLL UNIV, INTERNAL AUDIT SERVICES BR is responsible for the ministry's audit function. For a description of the function see the first entry under audit.

COLL UNIV STUDENT AWARDS BR - 111

COLL UNIV LEGAL OFFICER

416-965-1928

COLL UNIV, LEGAL OFFICER performs legal services for the ministry. For a description of functions, see first entry under legal services.

COLL UNIV ONTARIO COUNCIL ON UNIVERSITY AFFAIRS 416-965-5233

COLL UNIV, ONTARIO COUNCIL ON UNIVERSITY AFFAIRS (OCUA) is advisory body to the Minister of Colleges and Universities and to the Lieutenant Governor in Council on matters concerning the 15 provincially-assisted universities, Ryerson Polytechnical Institute, the Ontario Institute for Studies in Education, the Ontario College of Art, and the Bar Admission Course (Law Society Of Upper Canada). For general information re universities, contact Coll Univ Information Resources Branch, Toronto, 965-6134.

COLL UNIV PERSONNEL BR

416-965-4503

COLL UNIV, PERSONNEL BR performs the personnel functions for the Ministry of Colleges & Universities. For description of branch activities, see first entry under personnel.

COLL UNIV POLICY AND PLANNING COORDINATION

416-965-3871

COLL UNIV, POLICY AND PLANNING COORDINATION provides the ministry with policy interpretation for student financial assistance programs: the Ontario Student Assistance Program - Canada Student Loan (OSAP-CSL), Ontario Student Loan (OSL), and Ontario Special Bursary (OSB).

COLL UNIV PROGRAM RESOURCES BR

416-965-5375

COLL UNIV, PROGRAM RESOURCES BR develops training standards and outlines, coordinates curriculum, and generally supports the training programs undertaken by the ministry's training delivery branches: College Affairs (Institutional Training), and Industrial Training.

COLL UNIV STUDENT AWARDS BR

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the

Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

COLL UNIV UNIVERSITY AFFAIRS DIV

416-965-3870

COLL UNIV, UNIVERSITY AFFAIRS DIV is responsible for administering the provincial grants to Ontario universities. In this regard the division develops and analyzes policy proposals with reference to university operations and their funding, implements policy decisions and maintains ministry-advisory council relations and university-government relations in general. Answers inquiries about admissions policy and manpower planning.

COLLECTION AGENCIES

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramid schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramid Sales Act (pyramid schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies

several business practices considered to be deceptive, unfair or unconscionable consumer representations & provides redress procedures for consumers.

416-965-2513

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers is responsible for investigating complaints about and registering private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidal schemes under the Pyramid Sales Act. Recommends appointments under the Bailiffs Act.

COLLECTION SERVICE

416-965-1051

GOVT SERV, SPECIAL SERVICES BR provides Ontario government ministries with these services: complete mass mailing, including addressing, labelling, folding and inserting, in addition to regular mail delivery (Tel. 965-6902); a collection service for money due to the government (Tel. 965-5195. Operates the Records Centre which provides secure storage for inactive government records and security copies of computer tapes and microfilm (279-5493); a complete vehicle repair and trucking service, available to ministries on a charge-back basis.

COLLECTIVE AGREEMENTS

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g.: sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

COLLECTIVE BARGAINING

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6246),

established in 1975, hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union, the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6246) hears appeals re union representatives, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate interests, disputes, e.g. salary rates, benefits, etc.

416-965-2002

CIV SERV, STAFF RELATIONS DIV collects, analyzes and exchanges data on compensation practices in the public and private sectors. Determines and coordinates policy on staff relations for all ministries. Represents the Crown as the employer in all collective bargaining in the Ontario Public Service.

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, safety, collective bargaining, work conditions, unemployment. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (Phone: 965-6886). Maintains a library containing labour related material (Phone: 965-1641).

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

COLLEGES

AG & FOOD, COLLEGES OF AGRICULTURE. Colleges of Agricultural Technology offer courses in farm management, agricultural

production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, agricultural business management, among others. They also conduct agricultural research for the ministry. Contact colleges for further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Manpower for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools, and for Regional Nursing Assistant (RNA) schools. For information about private vocational schools, contact 965-9127. For information about RNA schools and the RNA program, contact 965-4051.

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supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

416-965-2150

COLL UNIV, INSTITUTIONAL ACCOUNTING and Architectural Services Br administers all transfer payment programs to universities and Colleges of Applied Arts and Technology (CAAT) and related institutions for operating and capital purposes. Prepares claims on federal-provincial cost sharing programs. Maintains an overview of the physical facilities of universities and colleges, and provides architectural advice to the ministry. To refer specific inquiries, phone 965-5237 for transfer payments (operating); 965-5238 for capital funds; 965-5239 for shared cost programs; 965-6563 for architectural services.

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industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

COLLEGES & UNIVERSITIES

Colleges & Universities, Ministry of, see COLL UNIV Branch Name.

COLLISIONS

416-965-5444

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes collisions of vehicles to determine how to make highways safer.

416-965-7143

TR & COMM, DRIVER LICENSING OFFICE issues an appropriate drivers licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on collisions. For driver examination contact regional or district offices.

COLUMBIARIUM

Columbarium, see Cemeteries

COMM SOC ACCOUNTS BR

416-965-2371

COMM SOC, ACCOUNTS BR is responsible for the ministry's accounting functions. For a description of branch activities see first entry under accounting.

COMM SOC AREA AND DISTRICT OFFICES

COMM SOC, AREA AND DISTRICT OFFICES throughout Ontario deliver the Ministry's programs to the community. Executive Directors in two area offices provide broad coordination and deliver those programs that cannot be made available at every District Office. Nineteen District Offices are responsible for the delivery of such programs as Family Benefits, Vocational Rehabilitation, Day Nurseries, etc. District offices are involved with local social planning, and work closely with social agencies in the community and with other ministries and other levels of government. Contact area or district offices.

COMM SOC AUDIT SERVICES BR

416-965-5214

COMM SOC, AUDIT SERVICES BR is responsible for the ministry's audit function. For a description of the function, see first entry under audit.

COMM SOC CAPITAL & ADMINISTRATIVE SERVICES BR 416-965-5006
COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under administrative services.

COMM SOC CHILD WELFARE BR 416-965-0176
COMM SOC, CHILD WELFARE BR finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counsellng on child abuse and adoptions, and counsellng to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare B Institutions.

COMM SOC CHILD WELFARE BR INSTITUTIONS 416-965-1818
COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

COMM SOC CHILDREN'S SERVICES DIVISION 416-965-7683
COMM SOC, CHILDREN'S SERVICES DIV, operational in July, 1977 integrates programs to meet needs of Ontario children & youth. Programs from other ministries will be moved to this division. From Health: Children's Mental Health Services Br Children's Mental Health Centres Act facilities/programs, Regional Children's Centres, children's units in psychiatric hospitals, family court clinics; from Correctional Services: Juvenile Div (training schools, group homes, foster homes, special rates homes, probation & after care); from Attorney General: Observation & Detention Centres, contract homes, psychiatric clinic in Toronto. In this ministry: Child

COMM SOC MENTAL RETARDATION COMMUNITY RESOURCES - 119

Welfare Br, facilities/programs under these Acts: Child Welfare, Children's Institutions, Children's Boarding Homes, Charitable Institutions (children); child abuse, mental retardation services for children, Day Nurseries Br, programs/facilities under Day Nurseries Act.

COMM SOC COMMUNICATIONS BR

416-965-7825

COMM SOC, COMMUNICATIONS BR is the information service for the Ministry of Community and Social Services. For a description of activities, see first entry under information service. Also provides assistance (e.g. consultation, publications, films, slide, displays, etc.) to municipalities and social agencies to explain social service programs.

COMM SOC DAY NURSERIES BR

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices re: funding, licensing and supervision of day nurseries; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.); and provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding child care and pre-school education. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For financial questions contact 965-2521. Contact district office.

COMM SOC LEGAL SERVICES BR

416-965-5147

COMM SOC, LEGAL SERVICES BR provides legal services for the Ministry of Community and Social Services. For a description of branch activities, see first entry under legal services.

COMM SOC MANAGEMENT AND FINANCIAL SERV BR

416-965-2291

COMM SOC, MANAGEMENT AND FINANCIAL SERV BR provides service to improve productivity and business management practices in the ministry and its agencies in the social services network, and to ensure that financial bases of ministry proposals and undertakings are sound.

COMM SOC MEDICAL ADVISORY BOARD

416-965-5395

COMM SOC, MEDICAL ADVISORY BOARD acts in an advisory capacity to the Director, Provincial Benefits Br regarding queries on applicants applying for and decisions on disability allowances.

COMM SOC MENTAL RETARDATION COMMUNITY RESOURCES 416-965-8455

COMM SOC, MENTAL RETARDATION COMMUNITY RESOURCES BR provides funding and program support for community-based programs in accommodation support and demonstration projects for the mentally retarded. These services are administered by local

120 - COMM SOC MENTAL RETARDATION COMMUNITY SERVICES

organizations, particularly local associations for the mentally retarded. Contact local Mental Retardation Coordinator in district office.

COMM SOC MENTAL RETARDATION COMMUNITY SERVICES 416-965-5130
COMM SOC, MENTAL RETARDATION COMMUNITY SERVICES DEVELOPMENT BR is responsible for two programs. Adult Protective Services, with workers (District Working Groups), coordinates and monitors on an individual basis, social support services to enable mentally retarded adults to become self-sufficient in the community setting. Mental Retardation Coordination provides a coordinator in each district to serve as a link between the district's working group and the government. Contact district office.

COMM SOC MENTAL RETARDATION FACILITY 416-965-6231
COMM SOC, MENTAL RETARDATION FACILITY SERVICES Division operates facilities and funds facilities operated by a Board of Directors for mentally retarded and multiply handicapped children and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

COMM SOC MENTAL RETARDATION RESIDENTIAL 416-965-6237
COMM SOC, MENTAL RETARDATION RESIDENTIAL & CONSULTING SERVICES BR provides a full range of programs and services for the mentally retarded in community or Board (of Directors) operated facilities under the Developmental Centres Act, 1974. Provides diagnostic and assessment services for the mentally retarded in community or board operated Diagnostic and Assessment Centres. Provides administrative, professional and service-oriented consulting services to mental retardation facilities operated by the Ministry.

COMM SOC MUNICIPAL WELFARE CONSULTING BR 416-965-5142
COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. /Homemakers & Nurses

COMM SOC REHABILITATION BR - 121

Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

COMM SOC PERSONNEL BR

416-965-4701

COMM SOC, PERSONNEL BR performs the personnel functions for the Ministry of Community and Social Services. For a description of branch activities, see first entry under personnel. Training and educational assistance is the responsibility of Comm Soc Training and Staff Development Branch, 965-6211.

COMM SOC POLICY ANALYSIS

416-965-1673

COMM SOC, POLICY ANALYSIS & FINANCIAL PLANNING BR provides the ministry with strategic planning coordination, program analysis, and integration of multi-year plans and annual estimates preparation. Develops and evolves options for the Provincial Income Security Policy and supports Ontario participation in federal-provincial reviews. Conducts research studies and provides support, research grants and consultation for research activities related to ministry programs.

COMM SOC PROVINCIAL BENEFITS BR

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to \$150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

COMM SOC REHABILITATION BR

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to

approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

COMM SOC SENIOR CITIZENS BR

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private groups, develops policy on and subsidizes local residential care, extended health care, Homes for the Aged and social services for senior citizens. Assists in community outreach programs e.g. meals-on-wheels, day care, vacation care. Other programs include: operating grants for Elderly Persons Centres and senior volunteers. Helps people in retirement planning. Conducts Long-Term Study on Aging (LSA) (phone 965-5103). Provides grants for aging research and facilities, including the J. W. Crane Memorial Library of Geriatrics and Gerontology, phone 367-8867. Contact district office.

COMM SOC SOCIAL ASSISTANCE REVIEW BOARD

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

COMM SOC SOLDIERS AID COMMISSION

416-965-4891

COMM SOC, SOLDIERS AID COMMISSION provides emergency welfare assistance to eligible war veterans and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

COMM SOC TRAINING & STAFF DEVELOPMENT BR

416-965-6211

COMM SOC, TRAINING & STAFF DEVELOPMENT BR ensures competence of ministry staff through three sub-units. Area Staff Development Offices throughout Ontario maintain liaison with ministry district offices and mental retardation facilities to identify and respond to staff training needs. Officers also serve related social agencies such as Children's Aid Societies and municipal social services. The Human Resource Unit assesses ministry manpower needs and recommends social welfare training requirements to the Industrial Training Br, Ministry of Colleges and Universities. Program Design

Implementation Unit designs and delivers training programs.

COMMERCIAL VEHICLES

Commercial Vehicles, see Tr & Comm Highway Carrier Licensing Office

COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES 416-965-0455

COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES administers the Election Finances Reform Act which provides for registration of political parties and constituency associations active in Ontario, and candidates in a provincial election. Limits political contributions to, and period of advertising and advertising expenses of, registered parties, constituency associations and candidates during a provincial election campaign. Provides subsidies to candidates with respect to election campaign expenses incurred. Requires filing of audited campaign period statements of receipts & expenses by political parties, constituency associations and candidates, and audited annual financial statements of assets and liabilities by political parties and constituency associations.

COMMISSIONER OF OATHS

Commissioner of Oaths, see Att Gen Director of Courts Admin

COMMITTEE ROOMS

416-965-6741

GOVT SERV, PROPERTY MANAGEMENT BR provides maintenance services to Government-owned and leased premises, including repairs, housekeeping, horticultural services, moving and bulk parking allocation, elevator maintenance and safety. It is also responsible for the reservation and use of committee rooms in the Macdonald Block (Phone: 965-1109).

COMMUNICATIONS

Communications, see also Information Service

416-965-0175

GOVT SERV, TELECOMMUNICATIONS SERVICES BR provides local and network telecommunication services for Ontario government ministries and agencies. These are principally telephone, data communications and radio, but also include intercom, teletype, facsimile, satellite and related telecommunications services. For local telephone services, contact 965-6788; network services, contact 965-6265.

416-248-3736

TR & COMM, COMMUNICATIONS OPERATIONS BR carries out representations and interventions before the Canadian Radio-Television and Telecommunications Commission on common

carrier, cable and broadcast applications; involves provincial comment on Bell Canada, Canadian National or Canadian Pacific rate applications. The Branch does not regulate Bell Canada or CN-CP, but investigates customer complaints regarding their service. Represents Ontario on the federal Cost Telecommunications Inquiry.

Telecommunications Systems Engineering (248-3567) assists independent telephone industry in modernization plans, consults and advises the Ontario Telephone Service Commission on technical matters, and generally provides related assistance to the division.

416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops provincial government policy in communications field by: maintaining liaison with cable television, broadcast, and common carrier industries; maintaining intergovernmental liaison with other provincial and federal agencies; undertaking research and analysis of telecommunications services; and providing a data bank of information on people served by broadcasting and cable firms, and on television viewing habits (248-3961).

COMMUNITY & SOCIAL SERVICES

Community & Social Services, Ministry of, see COMM SOC Branch Name.

COMMUNITY CENTRES

Community Centres, see Recreation Centres

COMMUNITY COLLEGES

Community Colleges, see Colleges

COMMUNITY DEVELOPMENT

Community Development, see Cult & Rec Multicultural Development Br, also Cult & Rec Admin Services Br Resource Centre

COMMUNITY INFORMATION CENTRES

416-965-3314

CULT & REC, COMMUNITY INFORMATION SERVICES Program provides eligible individual community information centres with funding through grants and advises them on matters such as information management, policy, staffing and volunteer training. Publications are available. Contact field offices.

COMMUNITY PLANNING

Community Planning, see also Housing Local Planning Policy Br, also Housing Project Planning & Evaluation

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which will provide financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants.

416-965-3031

HOUSING, NORTH PICKERING DEVELOPMENT CORPORATION is the Crown agency responsible for community planning and development of the new community at North Pickering. Contact: Communications Section 965-9168.

COMMUNITY RESOURCE CENTRE

416-965-4355

CORR SERV, COMMUNITY RESOURCE CENTRES house men and women serving sentences in Ontario correctional institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the Community Resource Centre where he/she also receives counselling and skills training. Inmates are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.

COMMUNITY SPONSORED HOUSING PROGRAM

Community Sponsored Housing Program, see Housing Community Housing Division A.

COMPANIES

Companies, see Corporations, also Business, Industry

COMPENSATION

416-965-2867

ATT GEN, BOARD OF NEGOTIATION may act as a mediator to negotiate a settlement when property is expropriated and no agreement can be reached on compensation for the expropriation. Either the property owner or the expropriating authority can request the services of the Board

of Negotiation.

416-965-2867

ATT GEN, BOARD of VALUATION. Where a power exercised under the Power Corporation Act does not constitute an expropriation or injurious affection, compensation shall be paid to the owner for all damage, and when no agreement is arrived at as to amount of compensation to be paid to the owner, the Board of Valuation shall determine compensation for such property damage. If either the owner or the Corporation is dissatisfied with the amount of compensation fixed, they may appeal to the Ontario Municipal Board.

416-965-4755

ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD provides compensation to victims who have received physical injury as the result of an unprovoked crime of violence, or to the dependants of an innocent victim of a fatal occurrence. The Criminal Injuries Compensation Board also awards compensation to police and others taking part in law enforcement.

416-965-1012

ATT GEN, LAND COMPENSATION BOARD, one of the provincial special purpose quasi-judicial bodies, determines compensation for land expropriated by a Statutory Authority under Ontario legislation, for damages for injurious affection to land caused by a Statutory Authority, for personal and business damages, and for disturbance damages. The Land Compensation Board provides information through its Registrar on arbitration proceedings for compensation and related matters.

416-965-2002

CIV SERV, STAFF RELATIONS DIV collects, analyzes and exchanges data on compensation practices in the public and private sectors. Determines and coordinates policy on staff relations for all ministries. Represents the Crown as the employer in all collective bargaining in the Ontario Public Service.

416-965-5077

HEALTH, HUMAN RESOURCES BR performs the personnel functions for the Ministry of Health. For a description of branch activities, see first entry under personnel. The Branch is also a resource to the general health sector in labour relations, compensation and management development.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related

accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. A claimant who does not agree with a WCB decision may appeal his or her case. In addition, the Board underwrites the educational programs of nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre (H&RC) is in Downsview (Northwest Toronto). The Board maintains two information offices in Toronto and area offices in eight other Ontario cities. The WCB reports through the Minister of Labour to the Legislature. Contact Head Office or area offices.

COMPOSERS

Composers, see Ontario Arts Council

COMPRESSOR

416-965-4188

CCR, OPERATING ENGINEERS BR promotes the safe operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

COMPUTING CENTRES

416-965-3417

GOVT SERV, COMPUTER SERVICES DIV provides comprehensive data processing services including computing, time sharing and system support to authorized users on a cost recovery basis. Three Computing Centres in Toronto serve specific ministries: Queen's Park Computing Centre (965-0684), Leaside Data Centre (965-0941), and Downsview Computing Centre (248-3941). The Computer Systems Planning Br. (965-9240) is the planning, central technical resource and coordinating arm of the division.

CONCILIATION

416-965-7941

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

CONDITIONAL SALE CONTRACT

Conditional Sale Contract, see CCR Personal Property Registration Br.

CONDOMINIUMS

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. Under the Ontario New Homes Warranty Act which came into effect Dec. 31, 1976, all builders of homes and condominiums must be registered with the HUDAC New Home Warranty Program, a non-profit corporation sponsored by the Housing and Urban Development Association of Canada (Ontario council). The self-financing program provides a warranty that new and previously unoccupied homes and condominiums sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from new home and condominium buyers. Both builders and buyers can appeal Corporation decisions with the Commercial Registration and Appeal Tribunal.

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost, obliterated or not registered. Does not provide for the creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-5506

HOUSING, SUBDIVISIONS BR implements Ministry program designed to provide adequate housing within a sound planning framework. The province is responsible for approving plans of subdivisions and condominiums across Ontario (except where approval power has been delegated to a regional municipality). The branch ensures that these decisions conform to local, provincial and federal policies.

CONFEDERATION

416-965-4716

CABINET COMMITTEE ON CONFEDERATION advises the government on the relationship of Ontario to Confederation and on related federal-provincial and interprovincial relationships; how the public might acquire further understanding of the advantages of confederation; means of greater interaction between Ontarians and the people from the other provinces. The office of the Coordinator on Bilingualism (965-3865) which coordinates the implementation of the government's bilingualism policy (English and French language services to the public) reports to this Committee.

416-965-3340

TE & IA, FEDERAL-PROVINCIAL & Interprovincial Affairs
Secretariat provides policy advice on Ontario's participation in federal-provincial and interprovincial relations. Assesses current issues in Confederation including such matters as the distribution of powers, and the effects of many programs on Ontario's relations within federation. Makes recommendations to ministries on specific federal-provincial or interprovincial issues. Through the Ontario Quebec Permanent Commission promotes exchanges with Quebec by governments, individuals, groups, schools and organizations in such areas as education, culture and public administration.

ONSERVATION AUTHORITIES

416-965-4021

CULT & REC, HERITAGE ADMIN BR, MUSEUMS Assistance Program gives advisory and financial help to museums owned and maintained by municipalities, Indian Band Councils and conservation authorities. See also Cult & Rec: Heritage Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

416-965-6287

NAT RES, CONSERVATION AUTHORITIES BR assists local conservation authorities with design, planning and operational assistance as well as grants for capital projects. Does studies and reports on watersheds.

ONSERVATION REVIEW BOARD

416-965-2336

CULT & REC, CONSERVATION REVIEW BOARD holds hearings arising out of owners' objection to municipal designation of property as historically or architecturally significant. The Conservation Review Board reports its opinion to the municipal council. Hearings are also held where Minister proposes to refuse issuance of archaeological licence, or designates property as an archaeological or historic site.

ONSOLIDATED REVENUE FUND

416-965-2905

GOVT SERV, GOVERNMENT PAYMENTS BR is responsible for the production of cheques for the Ontario government from the Consolidated Revenue Fund or for any major cheque issuing programs developed by an Ontario Government ministry. Reconciles the Consolidated Revenue and major cheque issuing bank accounts. All cheque writing and issuing is done only upon authorized request of each ministry. For specific inquiries, contact ministry concerned.

416-965-1381

OFFICE OF PROVINCIAL AUDITOR carries out the statutory requirements imposed under the Audit Act & other statutes of the province. The Provincial Auditor manages the audit of the Consolidated Revenue Fund as well as the audit of ministerial and quasi-judicial agencies.

416-965-1791

REVENUE, PROV OF ONTARIO SAVINGS OFFICE provides general savings bank services to the public in branches throughout the province. The Province of Ontario Savings Office deposits funds in excess of day-to-day requirements with the Consolidated Revenue Fund.

416-965-5273

TE & IA, FINANCIAL INFORMATION & ACCOUNTING Policy Branch is responsible for public reporting of government financial information. Produces Public Accounts annually for Legislature and the public. Operates Consolidated Revenue Fund accounting systems and budget monitoring system serving provincial ministries and agencies. Accounting Research and Policy Development Section (965-1731) serves ministries and agencies on development of financial information system and financial information and accounting policy development. Maintains financial administration policy liaison with Management Board and banking policy liaison with the banking community.

CONSTITUTIONAL

416-965-2831

ATT GEN, CROWN LAW OFFICE, CIVIL Law provides litigious service in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all Ontario government ministries and agencies. Answers inquiries from the public on statutes administered by the Ministry of the Attorney General. Conducts prosecutions including prosecutions under provincial legislation. Deals with constitutional questions. Acts as Queen's Proctor in divorce matters.

CONSTRUCTION

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies

(965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

416-965-4125

LABOUR, OCCUPATIONAL SAFETY BR is concerned with protecting the health and safety of employees in industry (including the timber industry) and in construction including work on buildings, streets, sewers, watermains, underground work and work under compressed air (965-7161). The branch sets and ensures standards, reviews drawings and provides educational and consultative services. Publications are available. Contact Queen's Park or district offices.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-8710

LABOUR, STAFF BR acts in an advisory capacity on occupational safety (construction and industrial), mining safety and occupational health; formulates legislation and procedures, maintains files, collects and manually tabulates statistics, and does research on occupational hazards as a service to the Minister of Labour and inspectional branches.

CONSULTATIVE SERVICES

416-965-0617

CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch brings into focus the Ministry's program at the local level. By providing consultative services to community groups, this

Branch aids in the provision of recreational and cultural activities at the local level. The consulting service is provided to a whole range of local and regional clients including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

416-965-6621

CULT & REC, MULTICULTURAL DEVELOPMENT BR aims to improve the quality of the social environment in Ontario by facilitating community participation in: multicultural development processes through the encouragement of an appreciation and understanding of specific cultures in our multicultural society; the encouragement of information sharing through intercultural workshops; the promotion within institutions of an awareness and sensitivity to cultural differences; and community development processes through the facilitation of citizen involvement in local decision-making processes. Professional staff provide consultative services, publish handbooks and directories. Multicultural development and community participation grants are available. Contact field offices or main office. The branch assists in the Multicultural History Project (965-0212) sponsored by the Ministry and funded by Wintario. The Project will collect and preserve material about Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

CONSUMER

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answer inquiries from government agencies and the public as to whether such businesses are registered.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidal schemes promoters, itinerant sellers,

manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

963-0321

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramid Sales Act (pyramid schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconscionable consumer representations & provides redress procedures for consumers.

416-965-2513

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers is responsible for investigating complaints about and registering private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramid schemes under the Pyramid Sales Act. Recommends appointments under the Bailiffs Act.

416-965-2127

CCR, UPHOLSTERED AND STUFFED ARTICLES BR registers renovators and manufacturers of upholstered and stuffed articles; inspects premises of registrants as well as retailers of these articles. Investigates consumer complaints about stuffed furniture, mattresses, pillows, toys, etc. and tests filling material submitted to the branch. Contact Queen's Park or regional offices.

CONSUMER & COMMERCIAL RELATIONS

Consumer & Commercial Relations, Ministry of, see CCR Branch Name

CONSUMER PRICES

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

CONTAMINANTS

Contaminants, see Pollution

CONVENTIONS

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

416-965-4008

IND & TOUR, TOURISM MARKETING BR promotes Ontario travel, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, attractions, facilities and tours. Provides up-to-date ski reports and campgrounds vacancy information. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program (OTAP), and advertises Ontario to

the consumer travel trade and conventions markets.

CONVICT

Convict, see Inmates

COOPERATIVES

416-965-1064

AG & FOOD, ECONOMICS BR undertakes research into economic aspects of agriculture, including production, marketing, land use planning, rural sociology, statistics, loans to cooperatives.

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-6834

CCR, COOPERATIVE SERVICES BR administers the legislation affecting cooperatives. Also gives advice and information to members of co-ops or persons interested in incorporating them.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices re: funding, licensing and supervision of day nurseries; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.); and provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding child care and pre-school education. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For financial questions contact 965-2521. Contact district office.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides federal-provincial operating subsidies to municipalities wishing to construct new housing for low income groups. Rural & Native Housing Program provides

mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

CORONERS

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-2561

SOL GEN, CENTRE OF FORENSIC SCIENCES prepares legally admissible evidence for law enforcement officers, attorneys, coroners, etc., by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE, 26 Grenville St., Toronto M7A 2G9 investigates sudden and violent deaths; warns the public re prevention of similar deaths; orders autopsies for medical legal reasons; conducts inquests; signs certificates for cremation and for shipment of bodies out of Ontario; completes medical certificates of death in coroners' cases. Administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Supplies Schools of

Anatomy in Ontario with donated or unclaimed bodies and inspects these schools. To contact Regional Coroners, York Region, phone 416-965-6678, Toronto; Niagara Region, phone 416-684-4776, St. Catharines; Kenora Region, phone 807-223-6956, Dryden; South Georgian Bay Region, 705-645-8733, Bracebridge; Nipissing Region, 705-746-2123, Parry Sound; East Central Region, 613-966-4944, Belleville.

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for fire apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Film library loan service available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

CORPORATIONS

Corporations, see also Business, Industry

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew,

suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramid schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-5424

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of charters (letters patent, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

416-965-2031

CCR, COMPANIES SERVICES BR CORPORATION NAMES Section deals with the approval and reservation of corporate names for new incorporations and proposed changes of names by existing corporations.

416-965-7581

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships and limited partnerships, proprietorships and registration of corporations style names. Also registers dissolution or withdrawal of these and conducts public searches of documents relating to business ventures.

416-965-2041

CCR, COMPANIES SERVICES BR RECORDS Section deals with

searches of corporations, files, certificates of corporation status, registration of corporation securities (mortgages, bonds, debentures). Can supply copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-1774.

CORPORATIONS TAX

416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-1774.

CORPSE

Corpse, see Bodies

CORR SERV ACCOUNTS

416-965-4335

CORR SERV, ACCOUNTS Section is responsible for the ministry's accounting functions. For a description of section activities see the first entry under accounting.

CORR SERV ADULT DIVISION

416-965-4783

CORR SERV, ADULT DIVISION administers the provision of correctional services to adult offenders within institutions, on parole, on probation, at Community Resource Centres or engaged in the Temporary Absence program. Branches under this division are described separately in this index. See Corr Serv: Probation and Parole Adult Br, Community Resource Centres, Temporary Absence Program and Bailiff Services.

CORR SERV BAILIFF SERVICES

416-965-4350

CORR SERV, BAILIFF SERVICES is responsible for the classification of reformatory sentenced (two years less one day or less) inmates to the provincial adult correctional

institutions. The branch is also responsible for, and maintains records of, all sentenced prisoner movements within Ontario.

CORR SERV COMMUNITY RESOURCE CENTRES

416-965-4355

CORR SERV, COMMUNITY RESOURCE CENTRES house men and women serving sentences in Ontario correctional institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the Community Resource Centre where he/she also receives counselling and skills training. Inmates are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.

CORR SERV DELINQUENCY PREVENTION & NATIVE

416-965-1069

CORR SERV, DELINQUENCY PREVENTION & NATIVE PROGRAMS funds and evaluates delinquency prevention projects in 12 Ontario locations. The project funding is for three years. The Coordinator of Native Programs is a new position designed to bring special attention to native juveniles sent to the Ministry from the Courts. Special attention is being paid to Northern Ontario where native peoples are in the largest numbers.

CORR SERV EDUCATION BR

416-965-8392

CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the needs of inmates in training schools and adult training centres across the province. Develops curricula and provides teachers with professional supervision.

CORR SERV FOOD SERVICES BR

416-965-6491

CORR SERV, FOOD SERVICES BR endeavours to provide adults and juveniles under the care of the ministry with wholesome, adequate nutrition and teaches food service job skills to inmates who display aptitude and desire for this type of training. Operational and training programs are conducted in the institutions, coordinated through the ministry office.

CORR SERV INDUSTRIAL PROGRAMS BR

416-965-3354

CORR SERV, INDUSTRIAL PROGRAMS BR develops and coordinates correctional institutions industrial programs and operations such as manufacturing provincial park picnic tables, institutional furniture, motor vehicle licence plates, and canned fruits and vegetables, to encourage meaningful and productive activities by inmates.

CORR SERV INFORMATION SERVICES BR 416-965-4321
CORR SERV, INFORMATION SERVICES BR is the information service for the Ministry of Correctional Services. For a description of activities, see first entry under information service.

CORR SERV INSPECTION AND INVESTIGATION BR 416-965-7056
CORR SERV, INSPECTION AND INVESTIGATION BR regularly inspects provincial correctional institutions and training schools housing juvenile and adult offenders to ensure their safety, security and well being. Also conducts internal investigations when requested by the ministry.

CORR SERV INTERNAL AUDIT BR 416-965-5611
CORR SERV, INTERNAL AUDIT BR is responsible for the ministry's audit function. For a description of the function, see first entry under audit.

CORR SERV JUVENILE DIVISION 416-965-1487
CORR SERV, JUVENILE DIVISION provides three types of services to children between the ages of 7 and 17 years: probation and after-care, training schools and group homes. As an alternative to training schools, group homes provide juveniles with an opportunity for growth in the community. Group homes are on contract with the ministry. Community resources and training schools are used for reassessments. Regional coordinators work with homes, providing general support and liaison with other ministry branches and agencies. Province-wide probation and after-care regional offices work with juveniles and their families. See also Corr Serv Delinquency Prevention & Native Programs, another activity of this division.

CORR SERV LEGAL SERVICES BR 416-965-6884
CORR SERV, LEGAL SERVICES BR provides legal services for the Ministry of Correctional Services. For a description of branch activities, see first entry under legal services.

CORR SERV MANAGEMENT DATA SERVICES 416-965-7188
CORR SERV, MANAGEMENT DATA SERVICES BR supplies the ministry with financial management (phone: 965-7188), data processing, client information systems, records management (phone: 965-3384) and systems development.

CORR SERV NURSING BR 416-965-6491
CORR SERV, NURSING BR provides nursing service to both juvenile and adult correctional institutions. Twenty-four hour nursing service is administered in the two largest institutions. The nurses contribute to the institutional health education program by health counselling and health needs assessment.

CORR SERV ONTARIO BOARD OF PAROLE

416-965-4366

CORR SERV, ONTARIO BOARD OF PAROLE considers for parole inmates serving sentences which include indefinite terms. The Ontario Board of Parole only reviews terms of persons in provincial correctional institutions, not of those in federal institutions.

CORR SERV PERSONNEL BR

416-965-6601

CORR SERV, PERSONNEL BR performs the personnel functions for the Ministry of Correctional Services. For a description of branch activities, see first entry under personnel. Also operates summer employment programs for students based on experience and assigned task projects for four month work periods in institutions.

CORR SERV PLANNING AND RESEARCH BR

416-965-5975

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for correctional institutions, training schools and other correctional facilities. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for research in the corrections field.

CORR SERV PROBATION AND PAROLE ADULT BR

416-965-4511

CORR SERV, PROBATION AND PAROLE ADULT BR works closely with all Courts of criminal jurisdiction in the Province of Ontario and the Ontario Board of Parole: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of Parole; assisting probationers; providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office.

CORR SERV PROGRAM CONSULTATION & DEVELOPMENT DIV 416-965-6491

CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to the adult and juvenile programs of the Ministry. Consultants in psychiatry, dentistry, psychology, social work and chaplaincy are responsible for planning and supervision of services in these fields. Library Services Br (965-7773) provides library services to inmates and wards under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

CORR SERV RECREATION BR

416-965-6491

CORR SERV, RECREATION BR provides leisure education programs and a wide variety of recreational activities to inmates and wards of the ministry. Programs are designed to bring inmates and wards into contact with the public in controlled settings both in the institution and the community. In many institutions, recreational facilities such as gymnasias and swimming pools are used by the community under certain conditions.

CORR SERV STAFF TRAINING AND DEVELOPMENT

416-669-9695

CORR SERV, STAFF TRAINING AND DEVELOPMENT BR provides the ministry with courses to meet staff training needs. The Staff Development Centre in Concord, Ontario, as well as regional centres in Sudbury, Guelph, Cobourg and Brampton, are equipped with classroom facilities and audio-visual materials.

CORR SERV SUPPLY AND SERVICES BR

416-965-5263

CORR SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, correctional institutions, forestry camps and training schools. Office Services Section (phone: 965-2071) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under administrative services for further description of this function.

CORR SERV TEMPORARY ABSENCE BR

416-965-4283

CORR SERV, TEMPORARY ABSENCE BR operates the temporary absence (T.A.) program which allows inmates, through conditionally approved permits on a day to day basis, or for further specified periods as authorized, to commence or continue their education or jobs while residing in correctional institutions serving their sentences. The T.A. program is also used to screen offenders who want to visit their homes to maintain family and community ties, to attend hospital for diagnosis and treatment, and for job or educational interviews. Contact the regional institution housing the inmate, or the Coordinator, Temporary Absence Branch.

CORR SERV VOLUNTEER PROGRAMS BR

416-965-6424

CORR SERV, VOLUNTEER PROGRAMS BR coordinates the recruiting, screening, training and supervision of volunteers who are involved in both the adult and juvenile rehabilitation programs of the ministry. Volunteers are active in adult institutions, detention centres, jails, juvenile training schools and with both adult and juvenile probationers,

parolees and wards of the ministry. There are opportunities for volunteer participation in most areas of the province.

CORRECTIONAL CENTRES

Correctional Centres, see Correctional Institutions

CORRECTIONAL INSTITUTIONS

416-965-4355

CORR SERV, COMMUNITY RESOURCE CENTRES house men and women serving sentences in Ontario correctional institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the Community Resource Centre where he/she also receives counselling and skills training. Inmates are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.

416-965-3354

CORR SERV, INDUSTRIAL PROGRAMS BR develops and coordinates correctional institutions industrial programs and operations such as manufacturing provincial park picnic tables, institutional furniture, motor vehicle licence plates, and canned fruits and vegetables, to encourage meaningful and productive activities by inmates.

416-965-7056

CORR SERV, INSPECTION AND INVESTIGATION BR regularly inspect provincial correctional institutions and training schools housing juvenile and adult offenders to ensure their safety, security and well being. Also conducts internal investigations when requested by the ministry.

416-965-6491

CORR SERV, NURSING BR provides nursing service to both juvenile and adult correctional institutions. Twenty-four hour nursing service is administered in the two largest institutions. The nurses contribute to the institutional health education program by health counselling and health needs assessment.

416-965-5975

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for correctional institutions, training schools and other correctional facilities. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain

access to inmates, records and staff of correctional institutions. Also reviews requests for grants for research in the corrections field.

416-965-5263

CORR SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, correctional institutions, forestry camps and training schools. Office Services Section (phone: 965-2071) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under administrative services for further description of this function.

CORRECTIONAL SERVICES

Correctional Services, Ministry of, see CORR SERV Branch Name.

CORRECTIONS RESEARCH

416-965-5975

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for correctional institutions, training schools and other correctional facilities. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for research in the corrections field.

CORRESPONDENCE COURSES

416-965-2654

EDUC, CORRESPONDENCE EDUCATION BR provides Ontario residents with the opportunity to obtain or supplement elementary and secondary education through correspondence courses. All courses have the same credit values as those offered by an Ontario elementary, secondary or inspected private school and certificates are given to students upon the successful completion of courses. The Branch also presents secondary school graduation diplomas and secondary school honour graduation diplomas to qualified students. For details about eligibility, courses and services of the branch, call 965-2657 or write to: Correspondence Education Branch, 909 Yonge St., Toronto M4W 3G2, or contact Ministry's Regional Services Branch which can provide application forms and information pamphlets.

COUNSELLING

Counselling for community groups see Consultative Services.

See also Debt Counselling.

416-924-0631

ATT GEN, PROVINCIAL COURTS FAMILY DIV are Courts of Law dealing with Domestic Law (financial support orders for deserted or destitute wives & children, paternity suits & support of illegitimate children; Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. The Chief Judge's office is at tel. 457-5170. There is a court in each county. In the Judicial District of York, main branch is located at 311 Jarvis St., tel. 924-0631. Clients requiring professional assistance or guidance in domestic, child welfare or juvenile areas may drop in for counselling by social workers. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by a juvenile may prefer a private complaint and discuss the matter with a social worker.

416-965-5591

ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm.201, Toronto M4L 1T6.

416-965-7095

CIV SERV, STAFFING SERVICES BR (A). Human Resources Planning Section (965-7095) advises the ministries, Civil Service Commission and Management Board on career development and counselling, goal setting and performance appraisal, and training and development policy. Career Counselling Service Section (965-9604) serves the Ontario Public Service (OPS) and complements ministries' career counselling programs. See also Civ Serv Staffing Services Br (B) for other sections in Branch.

416-965-0176

COMM SOC, CHILD WELFARE BR finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption a (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children

counselling on child abuse and adoptions, and counselling to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-965-4511

CORR SERV, PROBATION AND PAROLE ADULT BR works closely with all Courts of criminal jurisdiction in the Province of Ontario and the Ontario Board of Parole: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of Parole; assisting probationers; providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office.

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Material and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counselors and teacher of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-5161

GOVT SERV, EMPLOYEE ADVISORY SERVICE provides counselling and referral services in cases where alcohol and drug addiction related problems are affecting the work performance of an Ontario Public Service employee. Assists employees in pension planning, insurance benefits planning, and retirement planning. Provides day care counselling to employees with children aged 4 weeks through 10 years. To contact day care counselling service write or call: Employee Advisory Service 13th floor, 25 Grosvenor Street, Toronto, tel. 965-9953.

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and audio-visual presentations, and through a joint program with Mohawk College of Applied Arts & Technology to operate a Mobile Service Unit (M.S.U.) that visits companies to analyze energy costs and point out potential savings. Contact Queen's Park or Regional Office (in Metro Toronto, call 491-7680).

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for women and women's groups. Provides advice to employers in the private sector who wish to implement equal

opportunity programs for full utilization of women employees. Advises within government on women's issues; provides labour legislation information through speakers and publications; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate counselling sources. New outreach program is being developed to serve low-income, immigrant and native women.

COUNTERFEITING

416-965-8117

SOL GEN, OPP, ANTI-RACKETS BR provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar crime, frauds, rackets, schemes, counterfeiting and forgery. For general inquiries, contact 965-8117. For inquiries on counterfeiting call 965-1883.

COUNTY

County, see Municipalities

COUNTY RESTRUCTURING

416-965-6934

TE & IA, LOCAL GOVERNMENT ORGANIZATION BR advises the Government on provincial policy for local government functions and organization, including local government reform based on local needs. Participates in the County Restructuring Studies Program (CRSP). Reviews division of local and provincial functions. Reviews role and organization of municipal councils, and suitability of Special Purpose Bodies. Reviews all legislation and Ontario Municipal Board decisions affecting municipalities.

COURTS

Courts, see also Supreme Court of Ontario, also Surrogate Court.

416-965-7351

ATT GEN, COUNTY and DISTRICT COURTS, the intermediate level of trial courts with civil jurisdiction in Ontario, handle actions involving the amounts of between \$401 and \$7,500. Handle proceedings under these statutes: landlord and tenant, applications for name changes, adoptions (child welfare), and mental incompetency. Persons rarely appear without legal counsel, and in many cases, either party may require trial by judge and jury. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Outside this Judicial District, contact appropriate county or district court.

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notarie Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

416-965-9417

ATT GEN, MANAGEMENT INFORMATION SYSTEM BR, Courts Administration Program, provides information on the activities of courts in Ontario to Ministry staff and interested groups. Collects data through manual and computerized systems. The manual system collects aggregate information on activity in the Sheriffs Offices in the Supreme, County, Surrogate and Provincial Courts. The computerized system is a case flow system for criminal cases.

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the Criminal Code of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court.

416-965-7523

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, METRO TORONTO deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Court offices (965-7515). For inquiries re: payment of fine following conviction, and drivers licence licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the Court's branches or to

the Bail Office at 965-7522. Civil marriages ceremonies are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-924-0631

ATT GEN, PROVINCIAL COURTS FAMILY DIV are Courts of Law dealing with Domestic Law (financial support orders for deserted or destitute wives & children, paternity suits & support of illegitimate children; Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. The Chief Judge's office is at tel. 457-5170. There is a court in each county. In the Judicial District of York, main branch is located at 311 Jarvis St., tel. 924-0631. Clients requiring professional assistance or guidance in domestic, child welfare or juvenile areas may drop in for counselling by social workers. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by a juvenile may prefer a private complaint and discuss the matter with a social worker.

416-965-5591

ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm.201, Toronto M4G 1T6.

ATT GEN, SMALL CLAIMS COURTS, the lowest level of trial courts in Ontario, have jurisdiction to adjudicate civil disputes where the amount claimed does not exceed \$400. This limit is set to \$800 in northern districts. There are 130 small claims courts in Ontario. One of these in the Judicial District of York is at 67 Richmond St. W., tel. 366-8667.

416-965-3975

ATT GEN, SYSTEMS DEVELOPMENT BR, Programs and Administrative Division, provides the Ministry with a resource of personnel skilled in various management techniques. Provides analysis and design of systems, applying some of these to computer operations, to realize adequate and less costly administration of justice. One such system is the County of York Court Loading and Operation System (CYCLOPS II) which is a loading and scheduling system for minor traffic courts in this Judicial District, combined with complete administrative

control over the Summons Office and the Court Offices. Sub-functions of this program include the North York traffic tribunal system and the driver licence suspension system. The Branch provides flowcharts of the activities of the courts; namely, the civil process, criminal proceedings and family court functions. These charts are used in the Bar admission course and by universities, colleges and high schools.

416-965-4511

CORR SERV, PROBATION AND PAROLE ADULT BR works closely with all Courts of criminal jurisdiction in the Province of Ontario and the Ontario Board of Parole: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of Parole; assisting probationers; providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office.

CRAFTS

Crafts, see also Arts

416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-6256

CULT & REC, COMMUNITY ARTS DEVELOPMENT BR has programs to encourage excellence in the arts and wider participation in arts activities. Has consultants in theatre, dance, music, visual arts, and crafts. Grants are available to provincial arts service organizations. Provides resource materials for teachers in the arts or arts groups. Contact field offices, main office, or the Ontario Arts Council.

CRANE

Crane, see Hoisting Plants

CREDIT

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconscionable consumer representations & provides redress

procedures for consumers.

416-965-2513

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers is responsible for investigating complaints about and registering private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidal schemes under the Pyramidic Sales Act. Recommends appointments under the Bailiffs Act.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

CREDIT UNIONS

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidal schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-2515

CCR, CREDIT UNIONS BR sets minimum standards for and supervises credit unions and caisses populaires. These standards govern the incorporation, management audit and dissolution of credit unions.

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

CREMATION

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE, 26 Grenville St., Toronto M7A 2G9 investigates sudden and violent deaths; warns the public re prevention of similar deaths; orders autopsies for medical legal reasons; conducts inquests; signs certificates for cremation and for shipment of bodies out of Ontario; completes medical certificates of death in coroners' cases. Administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Supplies Schools of Anatomy in Ontario with donated or unclaimed bodies and

inspects these schools. To contact Regional Coroners, York Region, phone 416-965-6678, Toronto; Niagara Region, phone 416-684-4776, St. Catharines; Kenora Region, phone 807-223-6956, Dryden; South Georgian Bay Region, 705-645-8733, Bracebridge; Nipissing Region, 705-746-2123, Parry Sound; East Central Region, 613-966-4944, Belleville.

CREMATORIUM

Crematorium, see Cemeteries

CRIMINAL

Criminal, see also Inmates

416-965-4755

ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD provides compensation to victims who have received physical injury as the result of an unprovoked crime of violence, or to the dependants of an innocent victim of a fatal occurrence. The Criminal Injuries Compensation Board also awards compensation to police and others taking part in law enforcement.

416-965-2834

ATT GEN, CROWN ATTORNEYS System supervises Crown Attorneys in the 47 Districts and Counties throughout Ontario. Provides consultation with Crown Attorneys with respect to particular criminal matters. Responsible for hiring Crown staff. Consults with other ministries on administrative matters, e.g. Crown Attorneys' office accommodation, etc.

416-965-0650

ATT GEN, CROWN LAW OFFICE, CRIMINAL LAW is responsible for the preparation and argument of all criminal appeals in indictable offences in the province, whether the Crown is the Respondent or the Appellant. Conducts special prosecutions. The branch deals with the judiciary, Crown attorneys, the police and the public.

416-965-9417

ATT GEN, MANAGEMENT INFORMATION SYSTEM BR, Courts Administration Program, provides information on the activities of courts in Ontario to Ministry staff and interested groups. Collects data through manual and computerized systems. The manual system collects aggregate information on activity in the Sheriffs Offices in the Supreme, County, Surrogate and Provincial Courts. The computerized system is a case flow system for criminal cases.

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the Criminal

Code of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court.

416-965-7523

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, METRO TORONTO deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Court offices (965-7515). For inquiries re: payment of fines following conviction, and drivers licence licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the Court's branches or to the Bail Office at 965-7522. Civil marriages ceremonies are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-924-0631

ATT GEN, PROVINCIAL COURTS FAMILY DIV are Courts of Law dealing with Domestic Law (financial support orders for deserted or destitute wives & children, paternity suits & support of illegitimate children; Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. The Chief Judge's office is at tel. 457-5170. There is a court in each county. In the Judicial District of York, main branch is located at 311 Jarvis St., tel. 924-0631. Clients requiring professional assistance or guidance in domestic, child welfare or juvenile areas may drop in for counselling by social workers. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by a juvenile may prefer a private complaint and discuss the matter with a social worker.

416-965-3975

ATT GEN, SYSTEMS DEVELOPMENT BR, Programs and Administrative Division, provides the Ministry with a resource of personnel skilled in various management techniques. Provides analysis and design of systems, applying some of these to computer operations, to realize adequate and less costly

administration of justice. One such system is the County of York Court Loading and Operation System (CYCLOPS II) which is a loading and scheduling system for minor traffic courts in this Judicial District, combined with complete administrative control over the Summons Office and the Court Offices. Sub-functions of this program include the North York traffic tribunal system and the driver licence suspension system. The Branch provides flowcharts of the activities of the courts; namely, the civil process, criminal proceedings and family court functions. These charts are used in the Bar admission course and by universities, colleges and high schools.

416-965-8105

SOL GEN, OPP, CRIMINAL INVESTIGATION BR provides assistance to all police forces in Ontario, and to other Ontario Government Agencies, in the investigation of serious criminal activities.

CRIMINAL ACTIVITIES

Criminal Activities, see also Organized Crime, Criminal

416-965-4456

SOL GEN, OPP, CENTRAL RECORDS & COMMUNICATIONS BR maintains a central police records centre, the Ontario Provincial Police (OPP) teletype network, and Canadian Police Information Centre (CPIC) computer terminals at OPP installations. The branch provides management information; also disseminates information relating to criminal activities, suspended Ontario drivers, and vehicle registration data to law enforcement agencies.

416-965-8105

SOL GEN, OPP, CRIMINAL INVESTIGATION BR provides assistance to all police forces in Ontario, and to other Ontario Government Agencies, in the investigation of serious criminal activities.

CRIMINAL CODE

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders,

collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the Criminal Code of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court.

416-965-5181

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

416-965-4488

SOL GEN, OPP, REGISTRAR OF FIREARMS approves issuing of permits to register and carry firearms in Ontario as outlined in the Criminal Code (Canada). Maintains a central registry of all Ontario's registered firearms.

RIMINAL INJURIES COMPENSATION BOARD

416-965-4755

ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD provides compensation to victims who have received physical injury as the result of an unprovoked crime of violence, or to the dependants of an innocent victim of a fatal occurrence. The Criminal Injuries Compensation Board also awards compensation to police and others taking part in law enforcement.

RIMINAL INTELLIGENCE

416-965-6071

SOL GEN, ONTARIO POLICE COMMISSION ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian

Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

CROP COMPETITIONS

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Canadian Plowing Council.

CROP INSURANCE

416-965-1811

AG & FOOD, ONTARIO CROP INSURANCE COMMISSION makes available to farmers a crop insurance plan for all commercial insurance crops. Contact regional Ontario Crop Insurance Commission office.

CROPS

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS in county or district offices.

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards.

Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-965-1811

AG & FOOD, ONTARIO CROP INSURANCE COMMISSION makes available to farmers a crop insurance plan for all commercial insurance crops. Contact regional Ontario Crop Insurance Commission office.

416-965-1081

AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household & urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

CROWN ATTORNEYS

416-965-2834

ATT GEN, CROWN ATTORNEYS System supervises Crown Attorneys in the 47 Districts and Counties throughout Ontario. Provides consultation with Crown Attorneys with respect to particular criminal matters. Responsible for hiring Crown staff. Consults with other ministries on administrative matters, e.g. Crown Attorneys' office accommodation, etc.

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

CROWN EMPLOYEES GRIEVANCE SETTLEMENT

Crown Employees Grievance Settlement, see Civ Serv Public Service Appeal Boards.

CROWN LAND

Crown Land, see also Land

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial park operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-965-2899

NAT RES, LAND USE COORDINATION BR establishes methods and procedures to coordinate planning for the use of Crown land. Participates in land use planning done by other ministries. Prepares lake plans (965-5344). Coordinates the preparation of environmental assessments for the Ministry subject to the Environmental Assessment Act, 1975 (965-2781). Coordinates the review of plans of other ministries and agencies relative to this ministry's plans and programs.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

416-965-6225

NAT RES, SURVEYS & MAPPING BRANCH A. The Branch provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Inventory Section (965-6914) maintains the Forest Resources Inventory (FRI) and data on forest stands in Northern Ontario. Drafting Services Section (965-7108)

provides drafting, mapping and graphics support services to the ministry. Control Surveys Section (965-4538) will install and manage a provincial system to coordinate, and set standards for, control surveys. Cadastral Surveys Section (965-2714) has data from ministry surveys and from private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Branch (B) for other activities.

CULT & REC ADMIN SERVICES BR RESOURCE CENTRE 416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

CULT & REC ADMINISTRATIVE SERVICES BR 416-965-7486

CULT & REC, ADMINISTRATIVE SERVICES BR provides office and other central services for the ministry and its agencies. These services include: purchasing of goods and services (965-1237), general services such as mail, messenger services and stockroom supplies (965-4644), records and forms management, office services such as maintenance of manuals and directories, assets control, safety supervision to ensure safe working conditions of employees and public safety in ministry facilities (965-2373), and accommodation services including acquisition and design of office space. The branch is also responsible for the Resource Centre & Library (965-6763). See Cult & Rec Admin Services Br Resource Centre for description of its functions.

CULT & REC ADVISORY COUNCIL ON FRANCO-ONTARIAN 416-965-0598

CULT & REC, ADVISORY COUNCIL on FRANCO-ONTARIAN AFFAIRS is an advisory body to make recommendations to the Minister of Colleges & Universities and the Minister of Culture & Recreation on any matter for which their ministries are responsible and which affect Franco-Ontarians or on any matter which one or both ministers may refer to the Council for consideration. The Council maintains close liaison with the French community in order to be well informed of the needs of Franco-Ontarians in the fields of post-secondary education, culture and recreation.

CULT & REC ARCHIVES OF ONTARIO

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies, through statutory control, important non-current records, and from other sources, through donation or purchase, any important manuscripts, maps, pictures, photographs, early newspapers, etc. dealing with Ontario history. Operates a public reading room for those doing historical, administrative, legal or other research. The Archives welcomes information on the location of historical material. The Archives of Ontario also advises and assists ministries and agencies in the economic and efficient management of records, forms, microrecording, correspondence, reports. Coordinates Records Management training courses. Contact 965-2187.

CULT & REC ART GALLERY OF ONTARIO

416-361-0414

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to communities throughout Ontario. Offers an art rental service, art book shop, audio-visual library, art reference library and art classes for children and adults, school tours, public tours and speakers bureau.

CULT & REC CAPITAL SUPPORT UNIT

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

CULT & REC CITIZENS' INQUIRY BRANCH

416-965-3535

CULT & REC, CITIZENS' INQUIRY BRANCH is an information service which provides information about, or referral to all Ontario Government ministries. It is a resource for other government ministries, Members of Provincial Parliament (MPPs) and community or private organizations, and provides its service to those referred from these sources. The Citizens' Inquiry Branch refers the inquirer to the appropriate source of information or coordinates information and services for those unable to do so themselves.

CULT & REC COMMUNITY ARTS DEVELOPMENT BR - 165

CULT & REC CITIZENSHIP BR

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

CULT & REC CJRT-FM

416-595-5281

CULT & REC, CJRT-FM provides educational opportunities for the citizens of the province of Ontario by offering university level credit courses as well as programming designed to provide a better understanding and appreciation of such fields of interest as the arts, music and literature. All program content including the open sector programming is presented in a non-commercial format.

CULT & REC COMMUNICATIONS BR

416-965-0615

CULT & REC, COMMUNICATIONS BR provides communications policy advice in addition to writing and supplying editorial and media relations services to the Minister, Deputy Minister and all programs of the Ministry of Culture and Recreation. Provides information service to the public about activities of the ministry.

CULT & REC COMMUNICATIONS BR PUBLICATIONS

416-965-6761

CULT & REC, COMMUNICATIONS BR, PUBLICATIONS UNIT coordinates total output of ministry publications. Edits manuscripts, prepares copy, artwork and camera-ready assemblies; arranges production through Government Duplicating or Print Procurement. Monitors resource material handled entirely by branches to ensure style consistency and quality. These include slides and films, manuals, booklets, folders, etc. Those earmarked for free distribution to special groups are so designated and distribution is recorded by the Unit for stock control.

CULT & REC COMMUNITY ARTS DEVELOPMENT BR

416-965-6256

CULT & REC, COMMUNITY ARTS DEVELOPMENT BR has programs to encourage excellence in the arts and wider participation in arts activities. Has consultants in theatre, dance, music,

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visual arts, and crafts. Grants are available to provincial arts service organizations. Provides resource materials for teachers in the arts or arts groups. Contact field offices, main office, or the Ontario Arts Council.

CULT & REC COMMUNITY INFORMATION SERVICES 416-965-3314

CULT & REC, COMMUNITY INFORMATION SERVICES Program provides eligible individual community information centres with funding through grants and advises them on matters such as information management, policy, staffing and volunteer training. Publications are available. Contact field offices.

CULT & REC CONSERVATION REVIEW BOARD 416-965-2336

CULT & REC, CONSERVATION REVIEW BOARD holds hearings arising out of owners' objection to municipal designation of property as historically or architecturally significant. The Conservation Review Board reports its opinion to the municipal council. Hearings are also held where Minister proposes to refuse issuance of archaeological licence, or designates property as an archaeological or historic site.

CULT & REC CULTURAL INDUSTRIES BR 416-965-6487

CULT & REC, CULTURAL INDUSTRIES BR is involved with the film industry, recording industry, book publishing and periodical industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is on policy development. Contact regional offices or main office.

CULT & REC FESTIVAL ONTARIO 416-965-6256

CULT & REC, FESTIVAL ONTARIO will coordinate exhibits from major cultural institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and make these available free of charge to communities to augment festivals or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

CULT & REC FIELD SERVICES BR 416-965-0617

CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch brings into focus the Ministry's program at the local level. By providing consultative services to community groups, this Branch aids in the provision of recreational and cultural activities at the local level. The consulting service is provided to a whole range of local and regional clients.

including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

CULT & REC FINANCE BR

416-965-4832

CULT & REC, FINANCE BR provides the ministry with financial management and accounting services including payment of grants. For further description of functions, see first entries under accounting and financial management. In addition the branch establishes ministry accounting and financial policy and handles pre-audit of financial transactions.

CULT & REC HERITAGE ADMIN BR ARCHITECTURAL

416-965-7635

CULT & REC HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides support for Ontario Heritage Foundation grants or loans to encourage renovation and restoration of buildings of historical importance or architectural value. Helpful advice on preservation is offered to organizations and individuals, including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

CULT & REC HERITAGE ADMIN BR HISTORICAL

416-965-4021

CULT & REC, HERITAGE ADMIN BR, HISTORICAL Section provides technical support for the Ontario Heritage Foundation in preserving historical buildings and in erecting commemorative plaques of province-wide importance. Gives grants to aid in erecting local plaques and to publish the history of places in Ontario. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Architectural for other activities of this branch.

CULT & REC HERITAGE ADMIN BR MUSEUMS

416-965-4021

CULT & REC, HERITAGE ADMIN BR, MUSEUMS Assistance Program gives advisory and financial help to museums owned and maintained by municipalities, Indian Band Councils and conservation authorities. See also Cult & Rec: Heritage Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

CULT & REC HERITAGE TRUST BR

416-965-5727

CULT & REC, HERITAGE TRUST BR supports the acquisition by the Ontario Heritage Foundation through donation or purchase, of buildings of historic or architectural value, parkland of scenic, recreational or archaeological interest, items of archaeological importance and works of art. Following acquisition, arrangements are made for architectural

conservation or restoration where necessary, as well as for custody, use or display.

CULT & REC HISTORICAL PLANNING AND RESEARCH BR 416-965-4490

CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research on history and information on archaeology that is necessary in the planning and development of Ontario government programs. Provides the Ontario Heritage Foundation with professional archaeological assistance. Answers inquiries about archaeological licences.

CULT & REC HURONIA HISTORICAL PARKS 705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry of Culture and Recreation operates and maintains historic sites at Midland (Sainte Marie Among the Hurons) and Penetang (Historic, Naval and Military establishments). Ste. Marie Among the Hurons has been reconstructed on its original site and is open to the public as an historical exhibit. The Naval and Military Establishments have been restored and partially reconstructed, and are open to the public as an historical attraction. Both parks are maintained and operated to promote an appreciation of the Indian, French and British themes in the history of the Huronia area through public visitation. Both sites have interpretive and demonstration programs and are staffed by interpretive and maintenance staff. Contact Huronia Historical Parks, Midland, Ontario (Tel. 705 526-7838).

CULT & REC INDIAN COMMUNITY SECRETARIAT 416-965-5003

CULT & REC, INDIAN COMMUNITY SECRETARIAT assists Ontario native peoples in both on-reserve and off-reserve communities, in gaining full access to existing services of ministries, and in the development of self-determination and community leadership and initiative. Provides liaison between native groups and various levels of government. Where provincial funding channels do not exist, the Secretariat may consider projects from Indian Band Councils or incorporated bodies on a one-term last-resort basis. Contact field office or main office.

CULT & REC INTERNAL AUDIT 416-965-9941

CULT & REC, INTERNAL AUDIT is responsible for the ministry's audit function. For a description of functions see first entry under audit.

CULT & REC LEGAL SERVICES BR 416-965-5793

CULT & REC, LEGAL SERVICES BR provides legal services for the ministry and its agencies. For a description of branch activities see first entry under legal services.

CULT & REC OFFICE OF ATHLETICS COMMISSIONER - 169

CULT & REC MCMICHAEL CANADIAN COLLECTION

416-893-1121

CULT & REC, McMICHAEL CANADIAN COLLECTION is an art gallery in a beautiful setting in Kleinberg, Ontario, which has an extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

CULT & REC MULTICULTURAL DEVELOPMENT BR

416-965-6621

CULT & REC, MULTICULTURAL DEVELOPMENT BR aims to improve the quality of the social environment in Ontario by facilitating community participation in: multicultural development processes through the encouragement of an appreciation and understanding of specific cultures in our multicultural society; the encouragement of information sharing through intercultural workshops; the promotion within institutions of an awareness and sensitivity to cultural differences; and community development processes through the facilitation of citizen involvement in local decision-making processes. Professional staff provide consultative services, publish handbooks and directories. Multicultural development and community participation grants are available. Contact field offices or main office. The branch assists in the Multicultural History Project (965-0212) sponsored by the Ministry and funded by Wintario. The Project will collect and preserve material about Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

CULT & REC O E C A

416-484-2600

CULT & REC, O E C A. The Ontario Educational Communications Authority produces and distributes television programs of an educational nature through its TVOntario Broadcast Network: Channel 19, Toronto; 24, Ottawa; 28, Kitchener; 18, London; 59, Chatham; 32, Windsor; through the local cable systems in Sudbury, North Bay, Sturgeon Falls, New Liskeard, Iroquois Falls, Timmins, Cochrane and Thunder Bay; and through five-hour per day packages on nine other cable systems. The Ontario Educational Communications Authority also has a video tape distribution system that allows presentation of educational television programs in schools and to the general public. Produces VIPS (video and audio tapes) catalogues listing all programs available through the OECA.

CULT & REC OFFICE OF ATHLETICS COMMISSIONER

416-965-4173

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional boxing and wrestling and amateur sports in Ontario. Licenses professional boxers and wrestlers.

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CULT & REC OLD FORT WILLIAM

807-485-1555

CULT & REC, OLD FORT WILLIAM is a reconstruction of the original Fort William as it was in the period 1816-1821. The original Fort was the inland headquarters of the North West Company and the focal point of the Company's operations and vast explorations. Each summer it was the temporary home of 2,000 or more voyageurs and partners who assembled there for the Great Rendezvous. Today, the visitor is invited to 'relive the Rendezvous,' to experience life as it was in this brawny era. Old Fort William is a living historical community and, as such, it offers the visitor a wide range of experiences. Open to the public May-October. Contact Old Fort William, 1825 E. Arthur st., Thunder Bay, Ontario P7E 5N7, telephone 807 475-1555.

CULT & REC ONTARIO ARTS COUNCIL

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

CULT & REC ONTARIO HERITAGE FOUNDATION

416-965-5727

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing licences for archaeology and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

CULT & REC ONTARIO HISTORICAL STUDIES SERIES 416-487-6142

CULT & REC, ONTARIO HISTORICAL STUDIES SERIES Project produces comprehensive, scholarly and readable books on the historic development of Ontario. The series is divided into six parts: Bibliography of Ontario History; Biographies of major Premiers; Historical Atlas; Theme studies on aspects of Ontario's economic, social, political and cultural development; General history; and Oral history featuring interviews with people who have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture and Recreation. Contact Ontario Historical Studies Series at Telephone 416 487-6142.

CULT & REC ONTARIO LOTTERY CORPORATION 416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries. For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br, Min. of Health, 15 Overlea Blvd., Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

CULT & REC ONTARIO SCIENCE CENTRE 416-429-4100

CULT & REC, ONTARIO SCIENCE CENTRE conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings) and the Ontario Film Archive.

CULT & REC ONTARIO SPORTS TRAINING CENTRE 416-844-8171

CULT & REC, ONTARIO SPORTS TRAINING CENTRE (OSTC) in Oakville is now being developed, with construction to start in 1977, tentative completion in 1979. To be built in stages, the Ontario Sports Training Centre is designed for training of

amateur athletes and to serve as a sports competition and conference centre. Phase I facilities include a natatorium, multiple gymnasiums, an indoor fieldhouse, an outdoor stadium, fitness & weight training halls, medical & physiotherapy areas, the major locker core plus administration office. Twenty-three amateur sports are included in this phase, with the sport governing bodies recommending athletes for training. The Recreation Facilities Research Project under the OSTC is being created to gather and disseminate information about planning, design, construction and operation of sports, recreation and fitness facilities.

CULT & REC OUTREACH ONTARIO**416-965-6256**

CULT & REC, OUTREACH ONTARIO is a coordinated program designed to decentralize the province's cultural resources by encouraging cultural institutions to diversify their programs and expand their extension services. Cultural agencies and facilities involved include: the Art Gallery of Ontario, the Royal Ontario Museum, the Royal Botanical Gardens, the Ontario Educational Communications Authority, the Ontario Science Centre, the McMichael Canadian Collection, and public libraries. These agencies develop and administer their own Outreach programs. See also Cult & Rec Festival Ontario, an important part of Outreach Ontario, listed separately in this index.

CULT & REC PERSONNEL BR**416-965-0225**

CULT & REC, PERSONNEL BR performs the personnel functions for the Ministry of Culture and Recreation. For a description of functions see first entry under personnel.

CULT & REC POLICY PLANNING BR**416-965-9942**

CULT & REC, POLICY PLANNING BR. This branch has three functions as the central policy advisory and planning group in the ministry. Policy analysis and coordination function: prepares and monitors all Cabinet policy submissions, initiates and conducts policy investigation, and advises and assists program managers. Program planning and evaluation function: coordinates and implements multi-year planning, budget estimates, etc.; analyzes program activity and advises and assists program managers; provides liaison with Finance and Administration in program planning, financial forecasting, allocation of resources. Research coordination and information function: provides support to policy and program central functions.

CULT & REC PROVINCIAL LIBRARY SERVICES**416-965-2696**

CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public libraries throughout Ontario. Provides

library grants, library by-laws and statistics, and other information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For Children.

CULT & REC ROYAL BOTANICAL GARDENS

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

CULT & REC ROYAL ONTARIO MUSEUM

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadiana at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

CULT & REC SIMCOE MEMORIAL FOUNDATION

416-965-2673

CULT & REC, SIMCOE MEMORIAL FOUNDATION is responsible for the upkeep of Wolford Chapel in Devon, England, where Ontario's first Lieutenant Governor, John Graves Simcoe and his wife are buried. The Foundation is also engaged in projects to make better known Simcoe's life and works in Ontario through the educational system, public celebrations, speakers, awards of medallions and portraits, etc.

CULT & REC SPECIAL SERVICES BR

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants

on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

CULT & REC SPORTS SERVICES BR

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in physical activities for enjoyment. Promotes competition in multi-sports games (e.g. regional & provincial Ontario Summer & Winter Games). Provides administrative, consultative and limited financial assistance (grants) to provincial sport governing bodies. The Ontario Sports Administration Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is also funded by this Ministry. Sports Awards Program honours accomplishments made by Ontario athletes and citizens in amateur sport. Coaching Development Program (Tel. 965-6311) improves the calibre of leadership available to amateur sport. Ontario Sports Travelcade (Tel. 965-6311) takes sports and fitness resources around Ontario to help raise the level of expertise among athletes, coaches, etc. The branch encourages physical fitness in individuals by working with community groups, municipalities and industries in the development of fitness programs (965-6311). See also Cult & Rec Office of Athletics Commissioner.

CULT & REC TRANSLATION BUREAU

416-965-2891

CULT & REC, TRANSLATION BUREAU provides translation services for government ministries and special purpose bodies on a charge-back basis. Also provides a free service for landed immigrants who need official documents translated into English in order to find work or pursue their training in Ontario.

CULT & REC WINTARIO GRANTS

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net

profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

ULTURAL

416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-6487

CULT & REC, CULTURAL INDUSTRIES BR is involved with the film industry, recording industry, book publishing and periodicals industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is on policy development. Contact regional offices or main office.

416-965-6256

CULT & REC, FESTIVAL ONTARIO will coordinate exhibits from major cultural institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and make these available free of charge to communities to augment festivals or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

416-965-0617

CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch brings into focus the Ministry's program at the local level. By providing consultative services to community groups, this Branch aids in the provision of recreational and cultural activities at the local level. The consulting service is provided to a whole range of local and regional clients.

including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

416-965-6621

CULT & REC, MULTICULTURAL DEVELOPMENT BR aims to improve the quality of the social environment in Ontario by facilitating community participation in: multicultural development processes through the encouragement of an appreciation and understanding of specific cultures in our multicultural society; the encouragement of information sharing through intercultural workshops; the promotion within institutions of an awareness and sensitivity to cultural differences; and community development processes through the facilitation of citizen involvement in local decision-making processes. Professional staff provide consultative services, publish handbooks and directories. Multicultural development and community participation grants are available. Contact field offices or main office. The branch assists in the Multicultural History Project (965-0212) sponsored by the Ministry and funded by Wintario. The Project will collect and preserve material about Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

416-487-6142

CULT & REC, ONTARIO HISTORICAL STUDIES SERIES Project produces comprehensive, scholarly and readable books on the historic development of Ontario. The series is divided into six parts: Bibliography of Ontario History; Biographies of major Premiers; Historical Atlas; Theme studies on aspects of Ontario's economic, social, political and cultural development; General history; and Oral history featuring interviews with people who have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture and Recreation. Contact Ontario Historical Studies Series at Telephone 416 487-6142.

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries. For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br, Min. of Health, 15 Overlea Blvd.,

Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

416-965-6256

CULT & REC, OUTREACH ONTARIO is a coordinated program designed to decentralize the province's cultural resources by encouraging cultural institutions to diversify their programs and expand their extension services. Cultural agencies and facilities involved include: the Art Gallery of Ontario, the Royal Ontario Museum, the Royal Botanical Gardens, the Ontario Educational Communications Authority, the Ontario Science Centre, the McMichael Canadian Collection, and public libraries. These agencies develop and administer their own Outreach programs. See also Cult & Rec Festival Ontario, an important part of Outreach Ontario, listed separately in this index.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

416-965-2927

TE & IA, ONTARIO QUEBEC PERMANENT COMMISSION (OQPC) promotes and stimulates exchanges between governments, individuals, groups, schools and organizations in Ontario and Quebec to

foster understanding and cooperation between residents of the two provinces. The Commission does not fund or operate programs directly, but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint support. Also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

CULTURAL EXCHANGES

Cultural Exchanges, see also Civ Serv Staff Training & Development Br, also Ontario-Quebec Permanent Commission.

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (tel. 965-5635), and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989) Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Project Japan (965-5629), Teacher Exchange Programs (965-5996). Also operates the Ontario Student Leadership Centre (OSLC) which accepts secondary school students for a series of training courses in leadership through physical education and athletics, music, student government (965-5989). The Student Guidance Information Service (SGIS) (965-9676) provides computerized career and institutional information to schools. Also is responsible for preparation of guidance documents and Ontario Student Record (OSR) material.

CULTURE & RECREATION

Culture & Recreation, Ministry of, see CULT & REC Branch Name.

CURRICULUM

416-965-5375

COLL UNIV, PROGRAM RESOURCES BR develops training standards and outlines, coordinates curriculum, and generally supports the training programs undertaken by the ministry's training delivery branches: College Affairs (Institutional Training), and Industrial Training.

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines for use in Ontario from Kindergarten to Grade 13. Produces annotated lists of Canadian curriculum materials for use with above guidelines. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools.

Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Provides elementary and secondary school broadcasts and related services in cooperation with the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

AIRY

416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO is responsible for policy development in the area of producing, processing and marketing milk and dairy products. The Milk Commission of Ontario also serves as an appeal tribunal for anyone within the industry who feels aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch. Also interprets the Milk Act and its regulations to the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. The Milk Quality Program provides for inspection of all dairy farms and monthly testing of raw milk. The Milk Products Program arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The Central Milk Testing Laboratory in Guelph analyzes all samples for butterfat, protein and lactose using the Infra Red Milk Analyzer (IRMA) and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

AMS

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry.

Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

DANCE

Dance, see Ontario Arts Council, Arts

DAY CARE

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices re: funding, licensing and supervision of day nurseries; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.); and provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding child care and pre-school education. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For financial questions contact 965-2521. Contact district office.

416-965-5161

GOVT SERV, EMPLOYEE ADVISORY SERVICE provides counselling and referral services in cases where alcohol and drug addiction related problems are affecting the work performance of an Ontario Public Service employee. Assists employees in pension planning, insurance benefits planning, and retirement planning. Provides day care counselling to employees with children aged 4 weeks through 10 years. To contact day care counselling service write or call: Employee Advisory Service 13th floor, 25 Grosvenor Street, Toronto, tel. 965-9953.

DAY NURSERIES

Day Nurseries, see Day Care

DEAF

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs

within the school system. Coordinates Ministry summer courses for teachers in special education.

DEALERS

Dealers, see subject involved, e.g. periodicals, real estate, securities, vehicles.

DEATH DUTIES

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

DEATHS

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of \$3.00 each. Provision is made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE, 26 Grenville St., Toronto M7A 2G9 investigates sudden and violent deaths; warns the public re prevention of similar deaths; orders autopsies for medical legal reasons; conducts inquests; signs certificates for cremation and for shipment of bodies out of Ontario; completes medical certificates of death in coroners' cases. Administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Supplies Schools of Anatomy in Ontario with donated or unclaimed bodies and inspects these schools. To contact Regional Coroners, York Region, phone 416-965-6678, Toronto; Niagara Region, phone 416-684-4776, St. Catharines; Kenora Region, phone 807-223-6956, Dryden; South Georgian Bay Region, 705-645-8733, Bracebridge; Nipissing Region, 705-746-2123,

Parry Sound; East Central Region, 613-966-4944, Belleville.

416-965-1554

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies & biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and sudden death investigations.

DEBENTURES

416-965-2041

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status, registration of corporation securities (mortgages, bonds, debentures). Can supply copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-965-2914

TE & IA, FINANCE MANAGEMENT BR issues and retires Province Ontario debt securities (debentures) and treasury bills. Manages provincial cash resources. Monitors provincial income and expenditure cash flow.

416-965-6691

TE & IA, SECURITIES BR acts as transfer agent for the province in domestic and foreign capital markets and in provincial borrowing (Province of Ontario debt securities, debentures, bonds) to ensure prompt interest payment and to supply information on transfer requirements to investors. Keeps in trust security deposits made by the public when required by provincial programs.

DEBT

Debt, see also Credit

416-965-5591

ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm.201, Toronto M4G 1T6.

DEBT SECURITIES

Debt Securities, see Debentures

DEFAULTED FINES

416-965-4223

ATT GEN, MANAGEMENT AUDIT BR is responsible for the Ministry's audit functions. For a description of activities see the first entry under audit. The branch also administers the Defaulted Fines Control Centre (driver licence suspension system). Contact 965-3711, 965-9012 or 965-0296.

416-965-1578

TR & COMM, DRIVER CONTROL OFFICE ensures that Ontario drivers are competent to operate vehicles; keeps records to identify problem drivers. Runs demerit point system; issues warnings; conducts interviews, re-examinations, and suspends and reinstates licences as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re suspensions under the Motor Vehicle Accident Claims Act, call CCR Motor Vehicle Accident Claims, Tel. 965-6701. For fines non-payment, call Defaulted Fines Control Centre under the Ministry of the Attorney General, Tel. 965-3711.

DELINQUENTS

Delinquents, see also Corr Serv Delinquency Prevention & Native Programs.

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

DEMERIT POINT

416-965-1578

TR & COMM, DRIVER CONTROL OFFICE ensures that Ontario drivers are competent to operate vehicles; keeps records to identify problem drivers. Runs demerit point system; issues warnings; conducts interviews, re-examinations, and suspends and reinstates licences as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re suspensions under the Motor Vehicle Accident Claims Act, call CCR Motor Vehicle Accident Claims, Tel. 965-6701. For fines non-payment, call Defaulted Fines Control Centre under the Ministry of the Attorney General, Tel. 965-3711.

DEMOGRAPHIC

Demographic, see Population.

DENTAL

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-5036

HEALTH, HEALTH PROMOTION BR DENTAL Consultants provide consultation to health agencies in Ontario on preventive dental care and dental health (Contact local Public Health agency). Provide grants to dentists in underserviced areas. Deal with all Ministry policy about dental care. See also other sections in Health Health Promotion Br described separately.

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and

care for senior citizens. See also other sections in Health Health Promotion Br described separately.

DENTISTS

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

416-965-5036

HEALTH, HEALTH PROMOTION BR DENTAL Consultants provide consultation to health agencies in Ontario on preventive dental care and dental health (Contact local Public Health agency). Provide grants to dentists in underserviced areas. Deal with all Ministry policy about dental care. See also other sections in Health Health Promotion Br described separately.

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to the OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal

areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; to support community programs teaching primary ambulatory care to health professionals on a team-care approach; to encourage physicians (965-1170) and dentists (965-5036) to set up practices in underserviced areas; and to attract individuals to priority health training programs. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery funds for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

DENTURE THERAPISTS

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

DEPTH CHARTS

Depth Charts, see Maps

DERELICT MOTOR VEHICLES

Derelict Motor Vehicles, see Env Pollution Control Br Municipal & Private Section, also Waste Disposal Sites.

DESERTED WIVES

Deserted wives, see Att Gen Provincial Courts Family Div.

DESIGN FOR DEVELOPMENT

416-965-7081

TE & IA, ECONOMIC DEVELOPMENT BR coordinates the preparation of development strategies for the regions of Ontario in consultation with other provincial ministries and local governments. Reviews and updates planning policies as outlined in Design For Development series. Contact: for general information, 965-7081; Central Ontario, Eastern Ontario, Northwestern Ontario and Northeastern Ontario

Regions, 965-7081; Southwestern Ontario Region, 965-2296.

DESIGN SERVICES

Design Services, see Govt Serv, Design Services Br.

DETENTION CENTRES

Detention Centres, see Correctional Institutions

DETOXIFICATION CENTRES

Detoxification Centres, see Health Consulting Services Br.

DEVELOPERS

Developers, see Builders

DIAL-A-BUS

416-248-3938

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics; i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving; i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highway lighting design, implication of energy future, etc.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transit Systems Program conducts research in transit (wheel & rail) technology including the stability and curving of rail vehicles; design for elevated light rail transit and highway bridges; electrical motor performance and battery powered electric vehicles; alternate transit systems such as car pooling, and dial-a-bus studies; and transit systems reliability to aid in planning.

DIESEL FUEL

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco,

cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

DIPLOMAS

416-965-2654

EDUC, CORRESPONDENCE EDUCATION BR provides Ontario residents with the opportunity to obtain or supplement elementary and secondary education through correspondence courses. All courses have the same credit values as those offered by an Ontario elementary, secondary or inspected private school and certificates are given to students upon the successful completion of courses. The Branch also presents secondary school graduation diplomas and secondary school honour graduation diplomas to qualified students. For details about eligibility, courses and services of the branch, call 965-2657 or write to: Correspondence Education Branch, 909 Yonge St., Toronto M4W 3G2, or contact Ministry's Regional Services Branch which can provide application forms and information pamphlets.

416-965-2609

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of elementary & secondary school teaching certificates (965-2600); evaluation of teaching qualifications (965-6126); evaluation of academic qualifications, including those of Ontario landed immigrants (965-1357); admission of teachers to Ministry summer courses (965-4487); secondary school diplomas, scholarships (965-7291); secondary school bursaries (965-6126); transcripts of student records (965-5384); transcripts of teacher training courses (965-2600); and inspection of private schools (965-6802). The Branch evaluates foreign education documents at the elementary and secondary school levels for employment and study purposes.

DISABILITY

Disability, see also Disabled

416-965-5395

COMM SOC, MEDICAL ADVISORY BOARD acts in an advisory capacity to the Director, Provincial Benefits Br regarding queries on applicants applying for and decisions on disability allowances.

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation

and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of a deceased teacher.

416-965-2097

GOVT SERV, PUBLIC SERVICE Superannuation Board recommends payments of annuities, pensions and disability benefits and approves applications in respect of past service credits and pension credit transfers. The Public Service Superannuation Board also hears appeal from contributors, pensioners or dependents against administrative decisions. Pensions for Ontario Public Service employees are handled by Employee Benefits Branch (965-2097). Private pension plans should be referred to the Pension Commission of Ontario (965-2961).

416-965-9868

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-gearied-to-income housing within Metropolitan Toronto. Applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (tel. 965-9915). Applicants must have 12 months residency within Metro Toronto in the past 5 years. Rent-gearied-to-income program provides accommodation for families but will consider senior citizens and persons with permanent disability. Housing is offered to families in greatest need when vacancies occur.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. A claimant who does not agree with a WCB decision may appeal his or her case. In addition, the Board underwrites the educational programs of nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre (H&RC) is in Downsview

(Northwest Toronto). The Board maintains two information offices in Toronto and area offices in eight other Ontario cities. The WCB reports through the Minister of Labour to the Legislature. Contact Head Office or area offices.

DISABLED

See also Disability

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to \$150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older) who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal Old Age Security (OAS) pensioners automatically get this card, but those over 65 who are not OAS pensioners must

apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

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DISADVANTAGED PERSONS

Disadvantaged Persons, see Handicapped.

DISCLOSURE

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

DISCRIMINATION

416-965-6841

ONTARIO HUMAN RIGHTS COMMISSION administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status,

nationality, ancestry or place of origin. Complaints of discrimination are investigated and conciliated. Educational efforts are made to eliminate prejudice. Publications on human rights are available. Community problem-solving in tense situations is undertaken. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

DISEASE

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedure to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-2528

HEALTH, CLINIC SERVICES BR Chest Disease Service (965-2301) provides diagnostic services and ambulatory treatment for tuberculosis and other respiratory diseases through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on

control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-965-4058

HEALTH, COMMUNITY HEALTH PROTECTION BR, VD (venereal disease) clinics for the diagnosis and treatment of VD are located throughout the province. Provides advice to physicians re management of VD cases and educates public on all aspects of venereal disease. Contact local Public Health unit. In Metro Toronto call any time Tel. 965-3333. Grants are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis, brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

416-248-3196

HEALTH, LABORATORY SERVICES BR has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of disease. The Laboratory Services Branch serves doctors, hospitals, other ministries, and analyzes drinking water for the general public. For drinking water specimen mailing kits call 248-3171.

DISTRICT HEALTH COUNCILS

416-965-8059

HEALTH, COMMUNITY HEALTH SERVICES AREA PLANNING Coordinators The five Area Planning Coordinators promote the establishment of local health planning bodies (District Health Councils), and foster health planning and coordination activities throughout their areas. Act as prime Ministry contact for health planning and coordination.

DISTRICTS

Districts, see Municipalities

DIVORCE

416-965-2831

ATT GEN, CROWN LAW OFFICE, CIVIL Law provides litigious service in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all Ontario government ministries and agencies. Answers inquiries from the public on statutes administered by the Ministry of the Attorney General. Conducts prosecutions including prosecutions under provincial legislation. Deals with constitutional questions. Acts as Queen's Proctor in divorce matters.

416-965-1865

ATT GEN, OFFICIAL GUARDIAN represents the civil rights of persons under a legal disability usually under 18 years of age, or mentally incompetent, as well as unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases. The Official Guardian's jurisdiction is province-wide.

416-965-5545

ATT GEN, SUPREME COURT of ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions, any party before the High Court may demand a trial by judge and jury. The new Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

416-965-5545

ATT GEN, SUPREME COURT OF ONTARIO REGISTRAR'S Office, Judicial District of York handles inquiries regarding civil litigation commenced in this district, including divorce actions as to state of action (965-5582). Provides certified copies of court documents, e.g. final divorce decree (965-5563). For listing of cases for trial, contact 965-7418 for divorce and 965-7415 for cases other than divorce. Outside this Judicial District, contact county or district Supreme Court Registrar. Questions about legal rights and advice should be referred to a lawyer.

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of \$3.00 each. Provision is made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

OCKS

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

DOCTORS

Doctors, see Physicians.

DOMESDAY BOOK

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also

answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

DRAINAGE

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act, 1972 which provides for the issuance of licences for, and inspection of, tile drainage contractors, their machines and machine operators.

DRAINAGE BASINS

Drainage Basins, see Basins

DRAMA

Drama, see Ontario Arts Council, Theatre

DRINKING WATER

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

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Branch serves doctors, hospitals, other ministries, and analyzes drinking water for the general public. For drinking water specimen mailing kits call 248-3171.

DRIVE-IN THEATRES

Drive-In Theatres, see Theatres

DRIVERS

416-965-7523

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, METRO TORONTO deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Court offices (965-7515). For inquiries re: payment of fines following conviction, and drivers licence licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the Court's branches or to the Bail Office at 965-7522. Civil marriages ceremonies are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-965-6701

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) compensates victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act.

416-965-4456

SOL GEN, OPP, CENTRAL RECORDS & COMMUNICATIONS BR maintains a central police records centre, the Ontario Provincial Police (OPP) teletype network, and Canadian Police Information Centre (CPIC) computer terminals at OPP installations. The branch provides management information; also disseminates information relating to criminal activities, suspended Ontario drivers, and vehicle registration data to law enforcement agencies.

416-965-1578

TR & COMM, DRIVER CONTROL OFFICE ensures that Ontario drivers are competent to operate vehicles; keeps records to identify problem drivers. Runs demerit point system; issues warnings; conducts interviews, re-examinations, and suspends and reinstates licences as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re suspensions under the Motor Vehicle Accident Claims Act, call CCR Motor Vehicle Accident Claims, Tel. 965-6701. For fines non-payment, call Defaulted Fines Control Centre under the

Ministry of the Attorney General, Tel. 965-3711.

416-965-7143

TR & COMM, DRIVER LICENSING OFFICE issues an appropriate drivers licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on collisions. For driver examination contact regional or district offices.

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices in Ontario, serves the public by administering programs for the examination of drivers and for the safety and mechanical fitness inspection of vehicles. Driver licensing involves examination of applicants for operator's licences, chauffeur's licences, motorcycle licences, and for authority to drive a school bus. Issues annual, project, single trip and farm permits. Contact regional or district offices. In Metro Toronto, call Central Region, 248-7163.

416-248-3548

TR & COMM, PROGRAM DEVELOPMENT BR determines regulatory program needs of drivers and private and commercial vehicles by conducting an annual evaluation of their performance; develops new programs and strategies to meet Ontario's social, economic, environmental and technological needs; establishes standards for drivers and vehicles; develops and modifies procedures for standards enforcement; prepares drafts for proposed legislation and regulations.

DRUG ABUSERS

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

416-595-6100

HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the alcohol and drug field. Information is available about various social services for people concerned with psychoactive drugs

including alcohol. The Addiction Research Foundation library's extensive collection of research reports, books and audio-visual material is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

DRUG BENEFIT

416-965-6686

HEALTH, DRUGS & THERAPEUTICS BR establishes and maintains quality and cost control standards for drugs. This includes evaluation and assessment of all drugs on the basis of safety, quality and therapeutic efficacy. Analytical testing is carried out as part of this assurance activity. The Branch provides professional advisory services to the Ministry, government agencies and institutions, professional groups, the pharmaceutical industry and the public on pharmaceutical services, pharmacology and therapeutics. Publishes and distributes the Ontario Drug Benefit Formulary and the PARCOST Comparative Drug Index that lists drugs assessed for quality and therapeutic value. When prescribed by a doctor or a dentist, drugs listed in the Formulary are obtained free of charge by Ontario Drug Benefit recipients. Also establishes standards of quality & cost for drugs & pharmaceutical service in hospitals, nursing homes, government institutions and Homes for the Aged.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older) who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal Old Age Security (OAS) pensioners automatically get this card, but those over 65 who are not OAS pensioners must apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

DRUGS

Drugs, see also Drug Abusers, Drug Benefit

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

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416-965-8114

SOL GEN, OPP, SPECIAL INVESTIGATION BR provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies which deal with liquor licensing, liquor laws infractions, gambling, and suppression of illegal drugs.

UMPS

Dumps, see Waste Disposal Sites

DUTY-FREE STORES

416-965-4911

CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and wines) for home consumption and to licensed establishments in government stores throughout Ontario. The Liquor Control Board imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply. Consultants are available in many metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers. Age of Majority cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from LCBO stores and brewers retail outlets.

EASEMENTS

Easements, see Rights of Way

EASTERN ONTARIO DEVELOPMENT CORPORATION

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks; providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

ECONOMIC

416-965-1064

AG & FOOD, ECONOMICS BR undertakes research into economic aspects of agriculture, including production, marketing, land use planning, rural sociology, statistics, loans to cooperatives.

416-487-6142

CULT & REC, ONTARIO HISTORICAL STUDIES SERIES Project produces comprehensive, scholarly and readable books on the historic development of Ontario. The series is divided into six parts: Bibliography of Ontario History; Biographies of

major Premiers; Historical Atlas; Theme studies on aspects of Ontario's economic, social, political and cultural development; General history; and Oral history featuring interviews with people who have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture and Recreation. Contact Ontario Historical Studies Series at Telephone 416 487-6142.

416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

416-965-5454

TE & IA, ECONOMIC ANALYSIS BR monitors economic and social developments in Ontario, Canada and elsewhere. Provides provincial government with consultative services on short-term consequences for Ontario of proposals from government and the public. Studies include natural resources, transportation, energy and labour aspects.

416-965-7081

TE & IA, ECONOMIC DEVELOPMENT BR coordinates the preparation of development strategies for the regions of Ontario in consultation with other provincial ministries and local governments. Reviews and updates planning policies as outlined in Design For Development series. Contact: for general information, 965-7081; Central Ontario, Eastern Ontario, Northwestern Ontario and Northeastern Ontario Regions, 965-7081; Southwestern Ontario Region, 965-2296.

416-965-2999

TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and anti-inflation programs.

416-965-4315

TE & IA, ONTARIO ECONOMIC COUNCIL is an advisory group reporting to the Government on a wide range of economic and other matters, such as urban affairs, social security, health and education policy. The Ontario Economic Council (OEC) coordinates its work with the Economic Council of Canada and government ministries. The OEC publishes an annual report which details research publications and work in progress.

416-248-3634

TR & COMM, ECONOMIC POLICY OFFICE develops economic policies for the transportation sector. Assists small business with shipping problems. Divided into three sections: Modal Studies (248-3744); Forecasting and Market Studies (248-3756); and Transportation Pricing (248-3634).

EDIBLE OILS

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. The Milk Quality Program provides for inspection of all dairy farms and monthly testing of raw milk. The Milk Products Program arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The Central Milk Testing Laboratory in Guelph analyzes all samples for butterfat, protein and lactose using the Infra Red Milk Analyzer (IRMA) and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

EDUC BUDGET SERVICES BR

416-965-5342

EDUC, BUDGET SERVICES BR is responsible for preparation of multi-year plan and preparation and coordination of annual estimates. Monitors expenditure trends and provides analytical support services to the Ministry.

EDUC COMMUNICATIONS SERVICES BR

416-965-6407

EDUC, COMMUNICATIONS SERVICES BR is the information service for the Ministry of Education. For a description of activities see first entry under information service. In addition its Library Services Section provides the Ministry of Education with library services, a newspaper clipping service, conference information, and selective dissemination of information relevant to ministry projects.

EDUC CORRESPONDENCE EDUCATION BR

416-965-2654

EDUC, CORRESPONDENCE EDUCATION BR provides Ontario residents with the opportunity to obtain or supplement elementary and secondary education through correspondence courses. All courses have the same credit values as those offered by an Ontario elementary, secondary or inspected private school and certificates are given to students upon the successful completion of courses. The Branch also presents secondary school graduation diplomas and secondary school honour graduation diplomas to qualified students. For details about eligibility, courses and services of the branch, call 965-2657 or write to: Correspondence Education Branch, 909 Yonge St., Toronto M4W 3G2, or contact Ministry's Regional Services Branch which can provide application forms and information pamphlets.

EDUC COUNCIL ON FRENCH LANGUAGE SCHOOLS

416-965-2190

EDUC, COUNCIL ON FRENCH LANGUAGE SCHOOLS ensures the continuing development of education for French-speaking students in Ontario. The Council advises the Minister of Education and his Deputy on all matters pertaining to French language schools.

EDUC CURRICULUM BR

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines for use in Ontario from Kindergarten to Grade 13. Produces annotated lists of Canadian curriculum materials for use with above guidelines. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Initiates and coordinates curriculum input to the ministry

and implements curriculum policies. Provides elementary and secondary school broadcasts and related services in cooperation with the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

EDUC EDUCATION DATA PROCESSING BR

416-965-6669

EDUC, EDUCATION DATA PROCESSING BR provides the ministry with data processing services and, through a cooperative remote job entry network, to a broad segment of the provincial educational community. Designs and maintains systems for the ministry, some boards of education and schools. Systems include: the Student Guidance Information Service which offers career and educational planning information to students, the Student Scheduling System to test the viability of class scheduling timetables, the Personnel Payroll Administration System for school boards.

EDUC FINANCIAL MANAGEMENT BR

416-965-2611

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611), accounting (965-2612), and audit (965-5833), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

EDUC INFORMATION SYSTEMS & RECORDS BR

416-965-2609

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of elementary & secondary school teaching certificates (965-2600); evaluation of teaching qualifications (965-6126); evaluation of academic qualifications, including those of Ontario landed immigrants (965-1357); admission of teachers to Ministry summer courses (965-4487); secondary school diplomas, scholarships (965-7291); secondary school bursaries (965-6126); transcripts of student records (965-5384); transcripts of teacher training courses (965-2600); and inspection of private schools (965-6802). The Branch evaluates foreign education documents at the elementary and secondary school levels for employment and study purposes.

EDUC LANGUAGES OF INSTRUCTION COMMISSION

416-965-3155

EDUC, LANGUAGES OF INSTRUCTION COMMISSION of Ontario was established to help resolve disputes between school boards and parents over the provision of education programs in the language of a minority group, French or English as the case may be.

EDUC MANAGEMENT SERVICES BR

416-965-2308

EDUC, MANAGEMENT SERVICES BR supplies the ministry with administrative services. For a description of functions see first entry under administrative services. Maintains micro files on teachers. Responsible for records and forms management, administrative systems, purchasing, word processing centre, warehouse and distribution centre and copycentres.

EDUC PERSONNEL BR

416-965-2222

EDUC, PERSONNEL BR performs the personnel functions for the Ministry of Education. For a description of branch activities, see first entry under personnel.

EDUC PROFESSIONAL DEVELOPMENT BR

416-965-2667

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for teachers (965-2664). Coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges teacher and school board personnel exchange programs within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for French language professional development activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

EDUC REGIONAL SERVICES

416-965-5606

EDUC, REGIONAL SERVICES inform school systems about Ministry programs and policies and ensure that policies are carried out. Inform the Ministry about activities and issues in school systems; make recommendations for action and policy formulation. Assist school boards to develop means of evaluating their programs; offer program administration support to those boards whose size precludes an administrative structure. Maintain liaison with the public, universities, faculties of education, other ministries and related bodies. There are nine Regional Services Offices in Ontario.

EDUC RESEARCH & EVALUATION BR

416-965-3141

EDUC, RESEARCH & EVALUATION BR disseminates education research results to school boards and to the public. Provides grants for educational research proposed by qualified researchers in Ontario educational organizations (phone: Toronto 965-3141). Publishes research findings on Ministry research contracts and grants through the Ontario Government Bookstore. Develops and coordinates educational evaluation systems.

EDUC SCHOOL BUSINESS & FINANCE BR

416-965-2947

EDUC, SCHOOL BUSINESS & FINANCE BR sets standards for, advises on, and supervises audits of school boards. Determines how provincial grants to local boards will be distributed. Provides architectural advice to all boards and to ministry on building needs, for construction of elementary and secondary schools. Conducts research in energy conservation in schools.

EDUC SPECIAL EDUCATION BR

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

EDUC STUDENT ACTIVITIES & SPECIAL PROJECTS

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (tel. 965-5635), and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989) Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Project Japan (965-5629), Teacher Exchange Programs (965-5996). Also operates the Ontario Student Leadership Centre (OSLC) which accepts secondary school students for a series of training courses in leadership through physical education and athletics, music, student government (965-5989). The Student Guidance Information Service (SGIS) (965-9676) provides computerized career and institutional information to schools. Also is responsible for preparation of guidance documents and Ontario Student Record (OSR) material.

EDUC SUPERVISION & LEGISLATION BR LEGISLATION

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards, municipalities, teachers and the public about education legislation that affects their rights, duties and

responsibilities.

EDUC SUPERVISION & LEGISLATION BR SUPERVISION 416-965-2228

EDUC, SUPERVISION & LEGISLATION BR, SUPERVISION Section serves as a main channel of communication between the Ministry and private schools, correctional and National Defence Schools, organizations of teachers, principals, trustees and school officials. Advises on all aspects of school administration. The office of the Provincial School Attendance Counsellor is located at this branch.

EDUC TEACHER EDUCATION BR 416-965-1341

EDUC, TEACHER EDUCATION BR approves and supervises programs of teacher education offered by teacher education institutions and administers Ontario Teacher Education College (Hamilton & Toronto). Sets policy concerning regulations relating to certification of teachers, vice-principals and principals.

EDUC TEACHERS SUPERANNUATION COMMISSION 416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of a deceased teacher.

DUCATION

Education, Ministry of, see EDUC Branch Name

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices re: funding, licensing and supervision of day nurseries; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.); and provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding child care and pre-school education. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For financial questions contact 965-2521. Contact district office.

416-965-8392

CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the needs of inmates in training schools and adult training centres across the province. Develops curricula and provides teachers with professional supervision.

416-965-0598

CULT & REC, ADVISORY COUNCIL on FRANCO-ONTARIAN AFFAIRS is an

advisory body to make recommendations to the Minister of Colleges & Universities and the Minister of Culture & Recreation on any matter for which their ministries are responsible and which affect Franco-Ontarians or on any matter which one or both ministers may refer to the Council for consideration. The Council maintains close liaison with the French community in order to be well informed of the needs of Franco-Ontarians in the fields of post-secondary education, culture and recreation.

416-429-4100

CULT & REC, ONTARIO SCIENCE CENTRE conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings) and the Ontario Film Archive.

416-965-2654

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416-965-6669

EDUC, EDUCATION DATA PROCESSING BR provides the ministry with

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416-965-3155

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416-965-5606

EDUC, REGIONAL SERVICES inform school systems about Ministry programs and policies and ensure that policies are carried out. Inform the Ministry about activities and issues in school systems; make recommendations for action and policy formulation. Assist school boards to develop means of evaluating their programs; offer program administration support to those boards whose size precludes an administrative structure. Maintain liaison with the public, universities, faculties of education, other ministries and related bodies. There are nine Regional Services Offices in Ontario.

416-965-3141

EDUC, RESEARCH & EVALUATION BR disseminates education research results to school boards and to the public. Provides grants for educational research proposed by qualified researchers in Ontario educational organizations (phone: Toronto 965-3141). Publishes research findings on Ministry research contracts and grants through the Ontario Government Bookstore. Develops and coordinates educational evaluation systems.

416-965-2663

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416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards municipalities, teachers and the public about education legislation that affects their rights duties and responsibilities.

416-965-1341

EDUC, TEACHER EDUCATION BR approves and supervises programs of teacher education offered by teacher education institutions and administers Ontario Teacher Education College (Hamilton & Toronto). Sets policy concerning regulations relating to certification of teachers, vice-principals and principals.

416-965-4334

HEALTH, HEALTH PROMOTION BR HEALTH EDUCATION Consultants provide information on programs in accidents prevention, smoking and health, physical fitness. See also other sections in Health Health Promotion Br described separately

416-965-2927

TE & IA, ONTARIO QUEBEC PERMANENT COMMISSION (OQPC) promotes and stimulates exchanges between governments, individuals,

groups, schools and organizations in Ontario and Quebec to foster understanding and cooperation between residents of the two provinces. The Commission does not fund or operate programs directly, but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint support. Also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

EDUCATION DOCUMENTS

Education Documents, evaluation of, see Educ Information Systems & Records Br.

EDUCATION RELATIONS COMMISSION

416-922-7679

EDUCATION RELATIONS COMMISSION (ERC) was established in 1975 to administer negotiation procedures for teachers and school boards. Assists in negotiations, supervises teachers' votes and advises the Lieutenant Governor in Council when a strike or a lockout is jeopardizing the students' education.

EDUCATIONAL COMMUNICATIONS

416-484-2600

CULT & REC, O E C A. The Ontario Educational Communications Authority produces and distributes television programs of an educational nature through its TVOntario Broadcast Network: Channel 19, Toronto; 24, Ottawa; 28, Kitchener; 18, London; 59, Chatham; 32, Windsor; through the local cable systems in Sudbury, North Bay, Sturgeon Falls, New Liskeard, Iroquois Falls, Timmins, Cochrane and Thunder Bay; and through five-hour per day packages on nine other cable systems. The Ontario Educational Communications Authority also has a video tape distribution system that allows presentation of educational television programs in schools and to the general public. Produces VIPS (video and audio tapes) catalogues listing all programs available through the OECA.

EDUCATIONAL RESEARCH

416-965-3141

EDUC, RESEARCH & EVALUATION BR disseminates education research results to school boards and to the public. Provides grants for educational research proposed by qualified researchers in Ontario educational organizations (phone: Toronto 965-3141). Publishes research findings on Ministry research contracts and grants through the Ontario Government Bookstore. Develops and coordinates educational evaluation systems.

EDUCATIONAL TELEVISION

416-484-2600

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EFFLUENTS

Effluents, see Waste

ELDERLY

Elderly, see Senior Citizens

ELDERLY PERSONS HOUSING AID ACT

Elderly Persons Housing Aid Act, see Housing Community Housing Division A.

ELECTION

416-965-0455

COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES administers the Election Finances Reform Act which provides for registration of political parties and constituency associations active in Ontario, and candidates in a provincial election. Limits political contributions to, and period of advertising and advertising expenses of, registered parties, constituency associations and candidates during a provincial election campaign. Provides subsidies to candidates with respect to election campaign expenses incurred. Requires filing of audited campaign period statements of receipts & expenses by political parties, constituency associations and candidates, and audited annual financial statements of assets and liabilities by political parties and constituency associations.

416-965-6831

ONTARIO ELECTION OFFICE serves government ministries and agencies and the public by providing information relating to legislation and procedures for votes taken at a General Election or By-Election under the Ontario Election Act, and plebiscites under the Liquor Licence Act. To find out name, telephone number and contact address of the Members of

Provincial Parliament (MPP) in one's electoral district, phone the Election Office. Historical information on previous elections, Legislatures and Cabinets also available. The Ontario Election Office is part of the Legislative Assembly Office.

ELECTORAL DISTRICT

416-965-6831

ONTARIO ELECTION OFFICE serves government ministries and agencies and the public by providing information relating to legislation and procedures for votes taken at a General Election or By-Election under the Ontario Election Act, and plebiscites under the Liquor Licence Act. To find out name, telephone number and contact address of the Members of Provincial Parliament (MPP) in one's electoral district, phone the Election Office. Historical information on previous elections, Legislatures and Cabinets also available. The Ontario Election Office is part of the Legislative Assembly Office.

ELECTRIC POWER PLANNING

Electric Power Planning, see Royal Commission on Electric Power Planning.

ELEVATING DEVICES

416-965-4111

CCR, ELEVATING DEVICES BR inspects and licenses elevating devices including elevators, escalators, dumbwaiters, moving walks, platform lifts and ski lifts. Reviews and approves designs of new installations and major alterations. Investigates accidents and complaints of unsafe conditions or improper use of elevating devices. Registers contractors involved in maintenance and monitors their performance.

EMBALMERS

416-965-6611

CCR, CEMETERIES BR approves plans of cemetery area, rules and regulations, deed forms and tariff of rates for cemeteries, burial grounds, church yards, mausolea, crematoria, columbaria and urn gardens. The branch also answers inquiries and investigates complaints about cemeteries. Contact Queen's Park or regional offices. For inquiries about funeral directors and embalmers, call the Board of Administration under the Embalmers and Funeral Directors Act. First Floor, 25 Grosvenor St., Toronto, 921-5164.

EMERGENCY

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind,

permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to \$150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2537

ENV, POLLUTION CONTROL BR CONTINGENCY PLANNING Section promotes organization and planning by industries, the municipalities and federal and provincial agencies to control and cope with pollution caused by emergency spills of contaminants.

416-965-8034

HEALTH, AMBULANCE SERVICES BR is responsible for licensing and inspection of ambulance services in Ontario. Dispenses funds to, and generally supervises, these services. Operates a training program for operators and is responsible for central examination of graduates of the Ambulance & Emergency Care program in community colleges. Provides Ontario Health Insurance Plan approval and guidance regarding air transfers and coordinates air ambulance transfers. Operates the Ontario Ambulance Services Information System (OASIS). The branch does not accept requests for emergency ambulance service other than air transfers. Six Regional Coordinators perform decentralized planning & coordinating functions. If ambulance service is required, consult inside cover of local telephone book or dial '0' for operator.

EMISSIONS

Emissions, see Pollution

EMOTIONALLY DISTURBED

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a fe-

homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

416-965-8067

HEALTH, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and adolescents who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. The branch also funds several out-patient clinics in general hospitals, and two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

EMPLOYEE BENEFITS

Employee Benefits (Ontario Public Service), see Civ Serv Benefits Policy Br, Govt Serv Employee Benefits Br.

EMPLOYEE HOME OWNERS ASSISTANCE PLAN

Employee Home Owners Assistance Plan, see Govt Serv Realty Services Br.

EMPLOYEES

Employees, see also Labour, Manpower.

416-965-6086

CIV SERV, PAY POLICY & ADMIN BR recommends to the Commission policies relating to pay in the Ontario Public Service (OPS).

Develops for approval by Management Board, the government's objectives in negotiations with Ontario Public Service Employees Union (OPSEU) covering pay. Recommends pay revisions for management classes and develops the technology used in the maintenance of pay determination processes, monitoring and cost forecasting systems.

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6246), established in 1975, hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union, the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6246) hears appeals re union representatives, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate interests, disputes, e.g. salary rates, benefits, etc.

416-965-1438

CIV SERV, STAFF TRAINING & DEVELOPMENT BR. Staff Training & Development Services Section (965-1438) identifies training and development needs of Ontario Government employees. Develops appropriate learning experience to meet these needs and evaluates effectiveness of this training. Courses and seminars are usually held at the Staff Development Centre, Kempenfeldt Bay, Barrie (705-728-2321). French Language Services Section (965-4162) offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges. Library (965-7096) offers specialized services in the management science field.

416-965-1483

CIV SERV, STAFFING CONTROL BR develops and administers policies, standards and procedures to control the staffing activities of the Ontario Public Service. Reviews and recommends for approval all requests from ministries for unclassified appointments and external recruitment. Develop policies on surplus employees and manpower control. Reviews delegated recruiting agreements and provides ministries with

staffing, training and recruitment services for non-delegated classes, e.g. personnel administrators.

416-965-5161

GOVT SERV, EMPLOYEE ADVISORY SERVICE provides counselling and referral services in cases where alcohol and drug addiction related problems are affecting the work performance of an Ontario Public Service employee. Assists employees in pension planning, insurance benefits planning, and retirement planning. Provides day care counselling to employees with children aged 4 weeks through 10 years. To contact day care counselling service write or call: Employee Advisory Service, 13th floor, 25 Grosvenor Street, Toronto, tel. 965-9953.

416-965-6861

GOVT SERV, EMPLOYEE BENEFITS BR administers the following employee benefits plans: Public Service Superannuation Act (PSSA), Superannuation Adjustment Benefits Act (SABA), Legislative Assembly Retirement Allowances Act (LARAA), Employees' Group Insurance Plan (EGP), Long Term Income Protection (LTIP) for employees of the Ontario Public Service only. Informs existing and retired employees of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

416-965-6541

GOVT SERV, EMPLOYEE DATA SERVICES BR operates and maintains the Integrated Payroll Personnel Employee Benefits (IPPEB) system. Central agencies and all ministries receive a variety of services from the system including: pay lists, cheques, work history data, ministry organization structures, status changes of employees, pension contribution data, life insurance, Ontario Health Insurance Plan (OHIP) information, T-4 income tax forms and salary structures. Inquiries should be directed to Personnel or Payroll branches of the ministry concerned or to client liaison officers within the Employee Data Services Branch.

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered

through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

416-965-8510

LABOUR, MINES ENGINEERING BR reviews, advises on and approves pre-development plans of new mining and metallurgical companies in compliance with Ontario Government legislation protecting the health and safety of employees. Ensures that the operations of mines and plants are carried out in a safe and orderly way. Investigates accidents and complaints. Trains mine rescue personnel. Tests hoist cables. Contact Queen's Park or district offices.

416-965-2493

LABOUR, OCCUPATIONAL HEALTH BR, Occupational Health Service (965-3610) acts as consultant to those responsible for providing in-plant health care facilities and a healthful working environment for employees. Sets standards and guidelines for chemical substances and physical agents used in the work environment; investigates exposures to toxic chemical agents and harmful physical agents and recommends controls. Environmental Health Studies Service (965-6375) studies the effects of environment and pollution on human health. Health Physics Service (965-8178) directs a program to protect the public from harmful effects of radiation including X-Rays, microwaves and lasers. Handles registration of X-Ray equipment. Monitors areas around nuclear power stations and uranium mines for radioactive pollution.

416-965-4125

LABOUR, OCCUPATIONAL SAFETY BR is concerned with protecting the health and safety of employees in industry (including the timber industry) and in construction including work on buildings, streets, sewers, watermains, underground work and work under compressed air (965-7161). The branch sets and ensures standards, reviews drawings and provides educational and consultative services. Publications are available. Contact Queen's Park or district offices.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and

consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g.: sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

416-965-0564

LABOUR, WOMEN CROWN EMPLOYEES OFFICE acts as an internal consultant to the ministries and Crown agencies in the Ontario government in developing, coordinating and monitoring affirmative action plans to upgrade the status of their women employees. Provides general career information and develops pilot training programs. Each ministry and agency has a Women's Advisor or Coordinator in either the Deputy Minister's office or the Personnel branch. Contact individual ministry Women's Advisors.

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for women and women's groups. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises within government on women's issues; provides labour legislation information through speakers and publications; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate counselling sources. New outreach program is being developed to serve low-income, immigrant and native women.

416-965-6605

LABOUR, WOMEN'S PROGRAMS DIV Office of the Executive

Coordinator coordinates policies and programs to improve the status of women in Ontario. The Executive Coordinator is a member of the Ontario Status of Women Council and the Civil Service Commission, ensuring that provincial government programs for women, and access to the government service and the private sector are coordinated. Provides direction to the Women Crown Employees Office serving women in the Ontario Public Service, and to the Women's Bureau, serving those in the private sector. Functions of these offices are described separately.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. A claimant who does not agree with a WCB decision may appeal his or her case. In addition, the Board underwrites the educational programs of nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre (H&RC) is in Downsview (Northwest Toronto). The Board maintains two information offices in Toronto and area offices in eight other Ontario cities. The WCB reports through the Minister of Labour to the Legislature. Contact Head Office or area offices.

EMPLOYERS

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries listed separately in this index. The Selective Placement Section provides professional and skilled manpower counselling and, in cooperation with Canada Manpower & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-7941

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions

for arbitration boards, e.g.: sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

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EMPLOYMENT

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

416-965-4758

CIV SERV, STAFFING SERVICES BR (B). Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in recruitment of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and employment practices in the OPS for permanent part-time employment and employment of disadvantaged persons. Employment Services Section (965-6081) provides information on employment opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of qualified applicants to assist ministries with their staffing needs. Go Temporary Program (965-7688) recruits and maintains resources staff to fill temporary positions in the OPS. See also Civ Serv Staffing Services Br (A) for other

sections in Branch.

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-965-6601

CORR SERV, PERSONNEL BR performs the personnel functions for the Ministry of Correctional Services. For a description of branch activities, see first entry under personnel. Also operates summer employment programs for students based on experience and assigned task projects for four month work periods in institutions.

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered

through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for women and women's groups. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises within government on women's issues; provides labour legislation information through speakers and publications; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate counselling sources. New outreach program is being developed to serve low-income, immigrant and native women.

416-965-6841

ONTARIO HUMAN RIGHTS COMMISSION administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Complaints of discrimination are investigated and conciliated. Educational efforts are made to eliminate prejudice. Publications on human rights are available. Community problem-solving in tense situations is undertaken. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advise the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government programs involving youth, e.g. summer employment for students. They also offer an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel.: 965-0480.

416-965-2204

TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of

interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on provincially-owned properties (965-2428).

EMPLOYMENT AGENCIES

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

ENDANGERED SPECIES

Endangered Species, see Nat Res Wildlife Br.

ENERGY

Energy, Ministry of, see ENERGY Branch Name.

416-965-7627

CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

416-965-3246

ENERGY, THE MINISTRY OF ENERGY ensures that Ontario receives an adequate and secure supply of energy at reasonable prices with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the energy sector more as a catalyst than as an operating agency. Functions include reviewing and advising on energy matters and policy; maintaining liaison between the government and Ontario Hydro Corporation; applying energy policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the Ontario Energy Board, both of which function independently of the ministry. Operates a library (Tel. 965-9174). For general information service contact 965-3246.

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and audio-visual presentations, and through a joint program with Mohawk College of Applied Arts & Technology to operate a Mobile Service Unit (M.S.U.) that visits companies to analyze energy costs and point out potential savings. Contact Queen's Park or Regional Offices. (in Metro Toronto, call 491-7680).

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film production and industry in Ontario. The Section assists in the review and preparation of applications for loans and

grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-2851

ONTARIO ENERGY BOARD regulates certain phases of the natural gas industry in Ontario, including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas franchises and certificates. Acts upon references by the Ministry of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Ministry of Energy.

416-592-5111

ONTARIO HYDRO supplies electricity to the people of Ontario indirectly through 353 associated municipal utilities, and directly to more than 750,000 rural customers. The Ontario Hydro Electrical Inspection Program (Tel. 592-3721) provides technical guidance to consultants, contractors, architects, manufacturers and customers on problems concerning installation of electrical equipment and adherence to the Electrical Safety Code Book. Its Rural Electrical Service and Billing Inquiry Program (Tel. 592-3731) answers inquiries on service policy and practices from rural clientele. Ontario Hydro reports to the Legislature through the Ministry of Energy.

416-965-2111

ROYAL COMMISSION ON ELECTRICAL POWER PLANNING was established in 1975 to inquire into the long-range planning of Ontario's electric power system. It will examine the long-range planning concepts of Ontario Hydro and relate them to the broad range of provincial planning, the use of electrical energy and to environmental, energy and socio-economic factors. The Commission funds several interest groups for research activities. One of these is the Public Interest Coalition on Energy Planning (965-1398) which assists individuals and groups with submissions, research, etc. if they do not want to contact Commission directly. To obtain materials and submissions from previous hearings, contact the Royal Commission office at 14 Carlton Street, 7th Floor, Toronto, M5B 1K5.

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with

230 - ENERGY ONTARIO ENERGY CORPORATION

Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

416-965-5454

TE & IA, ECONOMIC ANALYSIS BR monitors economic and social developments in Ontario, Canada and elsewhere. Provides provincial government with consultative services on short-term consequences for Ontario of proposals from government and the public. Studies include natural resources, transportation, energy and labour aspects.

416-965-2999

TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and anti-inflation programs.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Automotive Vehicle Energy Management Program studies use of fuel by road vehicles to support fuel conservation legislation and direct the energy management program. Examines, tests and implements fuel conservation measures. Studies alternative fuels, especially methanol.

ENERGY ONTARIO ENERGY CORPORATION

416-965-6276

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ENERGY THE MINISTRY OF ENERGY

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ENGLISH

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-3155

EDUC, LANGUAGES OF INSTRUCTION COMMISSION of Ontario was established to help resolve disputes between school boards and parents over the provision of education programs in the language of a minority group, French or English as the case may be.

ENUMERATION

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value

assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

ENV ADMINISTRATIVE SERVICES BR

416-965-6961

ENV, ADMINISTRATIVE SERVICES BR, in addition to the usual administrative services functions (see first entry under administrative services for description), provides a broad range of support services to ministry programs. These include inventory and fixed asset control, editing and coordination of Policy and Procedures Manual, systems and EDP planning and operation. In Toronto, its library at 135 St. Clair Ave West (965-7978), and another at Resources Road (248-3048), are open to the public.

ENV AIR RESOURCES BR

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Produces periodic air quality reports. Assesses immediate and long-term effects of air contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous substances and other emissions. Administers environmental research grants. Contact regional office.

ENV ENVIRONMENTAL APPEAL BOARD

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970, and the Environmental Protection Act, 1971.

ENV ENVIRONMENTAL APPROVALS BR

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act

(e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates, at planning stage, any activity by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by industry, municipalities and the public.

ENV ENVIRONMENTAL ASSESSMENT BOARD

416-965-2531

ENV, ENVIRONMENTAL ASSESSMENT BOARD holds public hearings on the environmental impact of major development proposals under three statutes: The Ontario Water Resources Act, 1970 (OWRA), The Environmental Protection Act, 1971 (EPA); The Environmental Assessment Act, 1975 (EAA). Following hearings under the OWRA (re. municipalities wishing to establish or extend their sewage works into another municipality or territory) and the EPA (re: approval to establish or extend a waste disposal site), the Board submits recommendations to the ministry. Under the Environmental Assessment Act, 1975, after the assessment and the ministry's review thereof have been made public, any person can require by written notice a hearing by the Board. After hearings are held under the EAA, the Board renders a final decision which can only be varied or rescinded by the Minister with approval of the Lieutenant Governor in Council.

ENV FARM POLLUTION ADVISORY COMMITTEE

416-768-5614

ENV, FARM POLLUTION ADVISORY COMMITTEE is composed of four practising farmers who act in an advisory capacity to the Ministry of the Environment. Where complaints of livestock odors and effluent runoff have not been resolved by ministry inspectors, the Committee is called in to investigate complaints and recommend corrective action. The Committee is at RR 4, Hagersville.

ENV FINANCIAL SERVICES BR

416-965-6981

ENV, FINANCIAL SERVICES BR provides the ministry with financial management and accounting services. For further description of functions see first entries under financial management and accounting.

ENV INFORMATION SERVICES BR

416-965-7117

ENV, INFORMATION SERVICES BR is the information service for the Ministry of the Environment. For a description of activities, see first entry under information service.

ENV INTERNAL AUDIT BR

416-965-6978

ENV, INTERNAL AUDIT BR is responsible for the ministry's audit function. For a description of the function see the first entry under audit.

ENV LABORATORY SERVICES BR

416-248-3015

ENV, LABORATORY SERVICES BR provides analytical support for other branches of the ministry in their environmental quality assessment and pollution control programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central Laboratory in Toronto advises regional laboratories in Thunder Bay, London and Kingston on the use of new analytical procedures. Participates in environmental research projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health. Participates in programs of the International Joint Commission (IJC). For information on the IJC, write to the Canadian Section, International Joint Commission, Room 851, Burnside Bldg., 151 Slater St., Ottawa, Ontario K1P 5H2.

ENV LEGAL SERVICES BR

416-965-2684

ENV, LEGAL SERVICES BR provides legal services for the ministry. For a description of branch activities see first entry under legal services.

ENV PERSONNEL BR

416-965-3267

ENV, PERSONNEL BR performs the personnel functions for the Ministry of the Environment. The branch is also responsible for technical training of water and sewage plant operators, women's advisor and safety advisory staff and those involved in the bilingualism program. For a description of branch activities see first entry under personnel.

ENV PESTICIDES ADVISORY COMMITTEE

416-965-7048

ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises on environmental research grants and evaluates results. Coordinates pesticide problems. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section, phone: 965-2401.

ENV PESTICIDES APPEAL BOARD

416-965-2531

ENV, PESTICIDES APPEAL BOARD provides a mechanism of appeal to persons affected by decisions of the Ministry of the

Environment regarding the use of pesticides, in accordance with the Pesticides Act, 1973.

ENV POLLUTION CONTROL BR

416-965-6971

ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control emission of pollutants; coordinates and conducts applied research in the areas of water supply, and sewage and wastewater treatment, and provides technical support in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

ENV POLLUTION CONTROL BR CONTINGENCY

416-965-2537

ENV, POLLUTION CONTROL BR CONTINGENCY PLANNING Section promotes organization and planning by industries, the municipalities and federal and provincial agencies to control and cope with pollution caused by emergency spills of contaminants.

ENV POLLUTION CONTROL BR INDUSTRIAL

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes, and industrial waste treatment and control with respect to water, air and solids. Contact regional office.

ENV POLLUTION CONTROL BR MUNICIPAL

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge, boating and ice huts. Contact regional office.

ENV POLLUTION CONTROL BR NOISE

416-965-3071

ENV, POLLUTION CONTROL BR NOISE Pollution Control Section deals with the control of noise emissions and comments on the relationship between new and existing land use and noise sources. Develops acoustics criteria and standards. Develops, updates and promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Toronto has. Complaints within the city can be directed to Noise Control Branch, Dep't. of Public Works, Tel. 465-5477. Other areas contact local Bylaw

Officers or the Ministry's head office or regional offices.

ENV POLLUTION CONTROL BR PESTICIDES**416-965-2401**

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides and herbicides. Issues licences for use and sale of pesticides. Has publications on, and answers inquiries about, control of household pests, insects, etc. Contact regional office.

ENV POLLUTION CONTROL BR RESEARCH**416-248-3739**

ENV, POLLUTION CONTROL BR RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups; dissemination of technical information and findings; technical assistance to the Planning Sections; applied research studies on pollution; and technical support for, and application of, new technology to the public through regional offices or directly to municipalities and industry.

ENV PROGRAM PLANNING AND EVALUATION BR**416-965-0641**

ENV, PROGRAM PLANNING AND EVALUATION BR directs and coordinates Ministry planning and program evaluation activities by conducting operational and policy evaluation studies on programs, including the development of output measures for assessing effectiveness and efficiency. Coordinates the ministry's management results by program. Directs multi-year planning and related submissions. Coordinates liaison activities with Cabinet Committee on Resources Development, Management Board and ministries within the Ontario government.

ENV PROJECT COORDINATION BR**416-965-1296**

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers program of grants to regional or restructured municipalities for certain sewage works and water works.

ENV REGIONAL OPERATIONS DIVISION A**416-965-5115**

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry

services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

ENV REGIONAL OPERATIONS DIVISION B

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections.

ENV RESOURCE RECOVERY BR

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental resource recovery plant for technology research and market development. Provides grants for selected technology demonstration projects.

ENV WASTE MANAGEMENT ADVISORY BOARD

416-965-3007

ENV, WASTE MANAGEMENT ADVISORY BOARD advises the Minister of the Environment on matters related to the management of waste in Ontario including means of reducing the quantity of waste produced, of assisting in the development of the recovery of resources from the waste stream, and of improving the aesthetic quality of the physical environment.

ENV WATER RESOURCES BR DATA SYSTEMS

416-965-6141

ENV, WATER RESOURCES BR DATA SYSTEMS and Administration Section designs, develops and implements systems that store, retrieve and process data related to the programs of the branch.

ENV WATER RESOURCES BR LIMNOLOGY

416-965-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants on fish and other aquatic organisms. Contact regional office.

ENV WATER RESOURCES BR PLANNING

416-965-4590

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Contact regional office.

ENV WATER RESOURCES BRANCH HYDROLOGY

416-965-6194

ENV, WATER RESOURCES BRANCH HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

ENV WATER RESOURCES WATER MODELLING

416-965-4590

ENV, WATER RESOURCES WATER MODELLING Section develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

ENVIRONMENT

Environment, Ministry of, see ENV Branch Name.

ENVIRONMENTAL RESEARCH

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Produces periodic air quality reports. Assesses immediate and long-term effects of air contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous substances and other emissions. Administers environmental research grants. Contact regional office.

416-248-3015

ENV, LABORATORY SERVICES BR provides analytical support for other branches of the ministry in their environmental quality assessment and pollution control programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central Laboratory in Toronto advises regional laboratories in Thunder Bay, London and Kingston on the use of new analytical procedures. Participates in environmental research projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health. Participates in programs of the International Joint Commission (IJC). For information on the IJC, write to the Canadian Section, International Joint Commission, Room 851, Burnside Bldg., 151 Slater St., Ottawa, Ontario K1P 5H2.

416-965-7048

ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises on environmental research grants and evaluates results. Coordinates pesticide problems. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section, phone: 965-2401.

416-832-2261

NAT RES, FISH AND WILDLIFE RESEARCH BR near Maple, Ontario, conducts biological and environmental research and provides information on the principles of scientific fish and wildlife management, wildlife diseases and parasites, productivity of lakes and streams, aquatic systems ecology, behaviour of animals, animal pathology. Contact Director, Box 50, Maple.

ESCALATORS

Escalators, see Elevating Devices

ESTATE TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

ESTATES

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-7314

ATT GEN, SURROGATE COURT issues letters probate of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Also processes applications for the custody of children. The Surrogate Court also handles contested claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

ETHNIC

Ethnic, see also Multicultural, Multiculturalism

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban

communities through weekly newspapers, ethnic publications, radio and television.

VIDENCE

416-965-2561

SOL GEN, CENTRE OF FORENSIC SCIENCES prepares legally admissible evidence for law enforcement officers, attorneys, coroners, etc., by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

X-OFFENDERS

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

XHIBITIONS

Exhibitions, see also Exhibits

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Canadian Plowing Council.

416-361-0414

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to communities throughout Ontario. Offers an art rental service, art book shop, audio-visual library, art reference

library and art classes for children and adults, school tours, public tours and speakers bureau.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadians at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

EXHIBITS

416-965-6256

CULT & REC, FESTIVAL ONTARIO will coordinate exhibits from major cultural institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and make these available free of charge to communities to augment festival or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising press releases, speeches, internal and general publications radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials, and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact T & Comm regional or district offices.

XPERIENCE PROGRAM

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government programs involving youth, e.g. summer employment for students. They also offer an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel.: 965-0480.

XPORTS

416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks; providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

EXPROPRIATION

416-965-2867

ATT GEN, BOARD of NEGOTIATION may act as a mediator to negotiate a settlement when property is expropriated and no agreement can be reached on compensation for the expropriation. Either the property owner or the expropriating authority can request the services of the Board of Negotiation.

416-965-2867

ATT GEN, BOARD of VALUATION. Where a power exercised under the Power Corporation Act does not constitute an expropriation or injurious affection, compensation shall be paid to the owner for all damage, and when no agreement is arrived at as to amount of compensation to be paid to the owner, the Board of Valuation shall determine compensation for such property damage. If either the owner or the Corporation is dissatisfied with the amount of compensation fixed, they may appeal to the Ontario Municipal Board.

416-965-1141

GOVT SERV, LEGAL BR provides legal services for the ministry in the areas of conveyancing and contracts, e.g. the acquisition (including expropriation), sale and lease of land, buildings negotiation and formulation of building contracts, computer contracts and contracts for other types of services. Provides legal opinions relating to pension benefits and litigation relating to the collection of outstanding accounts.

416-965-2851

ONTARIO ENERGY BOARD regulates certain phases of the natural gas industry in Ontario, including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas franchises and certificates. Acts upon references by the Ministry of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Ministry of Energy.

416-248-3213

TR & COMM, PROPERTY BR is responsible for policies and procedures pertaining to the appraisal and acquisition of property required for Ministry programs. This includes expropriation and land management. Contact regional offices In Metro Toronto, call Central Region, 248-3455.

XTENDED HEALTH CARE

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private groups, develops policy on and subsidizes local residential care, extended health care, Homes for the Aged and social services for senior citizens. Assists in community outreach programs e.g. meals-on-wheels, day care, vacation care. Other programs include: operating grants for Elderly Persons Centres and senior volunteers. Helps people in retirement planning. Conducts Long-Term Study on Aging (LSA) (phone 965-5103). Provides grants for aging research and facilities, including the J. W. Crane Memorial Library of Geriatrics and Gerontology, phone 367-8867. Contact district office.

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

416-965-5053

HEALTH, FINANCE AND ACCOUNTING BR provides financial information to management; establishes the Ministry's accounting policies and manages its payment systems. The latter encompass payments to hospitals and related facilities, payments for suppliers' goods and services, salaries, and payments under special programs such as Homes for Special Care and Extended Health Care programs(965-1505) as well as the Ontario Drug Benefit Program (965-9337). For a description of accounting function, see first entry under accounting.

416-965-5081

HEALTH, INSPECTION BR NURSING HOME INSPECTION Services licenses, inspects and investigates complaints about nursing

homes. Inspection involves quality and quantity of nursing and personal care provided; adequacy of fire and general safety equipment; sanitation. Approves construction plans for new homes. Most residents of nursing homes are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to Homes for Special Care and nursing homes which can better meet their treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br, 965-5167. For nursing home licensing, inspection and complaints, contact head office or regional offices (in Toronto, 965-4690). For approval for development of new nursing home beds, contact Institutional Division, 965-8079.

416-965-5700

HEALTH, INSURANCE CLAIMS BR processes claims under the Ontario Health Insurance Plan (OHIP). Answers general questions about enrolment in OHIP, premium payments, claims payments and Extended Health Care benefits. Contact district offices.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older) who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal Old Age Security (OAS) pensioners automatically get this card, but those over 65 who are not OAS pensioners must apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

EXTERNAL ACTIVITIES

External Activities, see Federal-Provincial, Interprovincial, Intergovernmental Interprovincial, and International

EXTRA-PROVINCIAL LICENCES

Extra-Provincial Licences, see Licences

FAMILY PLANNING

416-965-8176

HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH
Consultants promote community health programs related to prenatal and postnatal care and education, infant and preschool health, health of children at school, family life education and family planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

FARM

Farm, see also Farm Land, Farm Products

416-965-1159

AG & FOOD, ACCOUNTS BR besides being responsible for the ministry's accounting function, handles general questions about grants under the farm development program. For a description of accounting function, see first entry under accounting.

416-965-6149

AG & FOOD, AGRICULTURAL MANPOWER SERVICES BR assists Ontario farmers with their manpower requirements by providing: a placement service for full-time farm workers; a labour pool service in West Toronto that places seasonal employees on farms within commuting distance of Toronto; training programs and advisory services for farm workers; financial assistance for the construction of housing to accommodate seasonal farm workers. Also provides opportunities for students and young agriculturalists to broaden their knowledge by working on Ontario farms.

AG & FOOD, COLLEGES OF AGRICULTURE. Colleges of Agricultural Technology offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, agricultural business management, among others. They also conduct agricultural research for the ministry. Contact colleges for further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management

program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS in county or district offices.

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-965-2124

AG & FOOD, FARM PRODUCTS MARKETING BOARD administers the Farm Products Marketing Act which provides for the regulation of forty food commodities regulated under twenty marketing plans. Each marketing plan is administered by a producer marketing board. Questions regarding specific commodity plans may be directed to the secretary of each board. The branch maintains a list of these boards.

519-824-4120

AG & FOOD, ONTARIO FARM MACHINERY BOARD in Guelph (phone 519-824-4120 ext. 2463) investigates complaints regarding farm machinery. May bring together interested parties to resolve farm machinery problems involving farmers, dealers and manufacturers in Ontario.

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field

services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

416-768-5614

ENV, FARM POLLUTION ADVISORY COMMITTEE is composed of four practising farmers who act in an advisory capacity to the Ministry of the Environment. Where complaints of livestock odors and effluent runoff have not been resolved by ministry inspectors, the Committee is called in to investigate complaints and recommend corrective action. The Committee is at RR 4, Hagersville.

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices in Ontario, serves the public by administering programs for the examination of drivers and for the safety and mechanical fitness inspection of vehicles. Driver licensing involves examination of applicants for operator's licences, chauffeur's licences, motorcycle licences, and for authority to drive a school bus. Issues annual, project, single trip and farm permits. Contact regional or district offices. In Metro Toronto, call Central Region, 248-7163.

ARM LAND

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act, 1972 which provides for the issuance of licences for, and inspection of, tile drainage contractors, their machines and machine operators.

416-965-2204

TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of

interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on provincially-owned properties (965-2428).

FARM PRODUCTS

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-259-5479

AG & FOOD, ONTARIO FOOD TERMINAL BOARD operates the Ontario Food Terminal, a wholesale fresh fruit and produce market to serve all Ontario growers of these farm products. The terminal has cold storage facilities. It plays a major role in the orderly marketing of fruits and vegetables in Ontario.

FATHERS

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to \$150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

FEDERAL-PROVINCIAL

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

416-965-4716

CABINET COMMITTEE ON CONFEDERATION advises the government on: the relationship of Ontario to Confederation and on related federal-provincial and interprovincial relationships; how the public might acquire further understanding of the advantages of confederation; means of greater interaction between Ontarians and the people from the other provinces. The office of the Coordinator on Bilingualism (965-3865) which coordinates the implementation of the government's bilingualism policy (English and French language services to the public) reports to this Committee.

416-965-2150

COLL UNIV, INSTITUTIONAL ACCOUNTING and Architectural Services Br administers all transfer payment programs to universities and Colleges of Applied Arts and Technology (CAAT) and related institutions for operating and capital purposes. Prepares claims on federal-provincial cost sharing programs. Maintains an overview of the physical facilities of universities and colleges, and provides architectural advice to the ministry. To refer specific inquiries, phone 965-5237 for transfer payments (operating); 965-5238 for capital funds; 965-5239 for shared cost programs; 965-6563 for architectural services.

416-965-1673

COMM SOC, POLICY ANALYSIS & FINANCIAL PLANNING BR provides the ministry with strategic planning coordination, program analysis, and integration of multi-year plans and annual estimates preparation. Develops and evolves options for the Provincial Income Security Policy and supports Ontario participation in federal-provincial reviews. Conducts research studies and provides support, research grants and consultation for research activities related to ministry programs.

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes, and industrial waste treatment and control with respect to water air and solids. Contact regional office.

416-965-3356

TE & IA, EXTERNAL ACTIVITIES COORDINATION SECRETARIAT provides policy advice on Ontario's participation in Canada's international relations. Makes specific recommendations on current intergovernmental issues of an international nature. Coordinates such activities as Ontario participation in international conferences and programs, treaty assessments, international development assistance, and analysis of information from Canadian embassies and international organizations. Provides federal-provincial liaison between the Ontario Government and the federal Department of External Affairs.

416-965-3340

TE & IA, FEDERAL-PROVINCIAL & Interprovincial Affairs Secretariat provides policy advice on Ontario's participation in federal-provincial and interprovincial relations. Assesses current issues in Confederation including such matters as the distribution of powers, and the effects of many programs on Ontario's relations within federation. Makes recommendations to ministries on specific federal-provincial or interprovincial issues. Through the Ontario Quebec Permanent Commission promotes exchanges with Quebec by governments, individuals, groups, schools and organizations in such areas as education, culture and public administration.

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing

provincial-municipal grant structure, including deconditionalizing of various specific grants. Develops budget options for assistance to local government and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for unconditional grants. Administers all unconditional grants, valued at over \$400 million in 1977. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and advises on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA), and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

416-248-3789

TR & COMM, COORDINATOR INTERGOVERNMENTAL RELATIONS coordinates inter-relationships between Ontario and the other provinces and the federal government in the field of transportation and communications. The federal relationship is conducted partly through the Federal-Provincial Committee on Ontario Region Transportation (FPCORT).

FELLOWSHIPS

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II

Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

FERRY

705-472-4500

NORAFFAIRS, ONT NORTHLAND TRANSPORTATION COMMISSION (ONTC) is North Bay supervises services in Northern Ontario such as air services (norOntair), highway and railway services (including the Polar Bear Express and the Northlander), water transportation (including ferry services to Manitoulin), transport, express and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

FESTIVAL ONTARIO

416-965-6256

CULT & REC, FESTIVAL ONTARIO will coordinate exhibits from major cultural institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and make these available free of charge to communities to augment festivals or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

FESTIVALS

Festivals, see Exhibitions

FILLING MATERIAL

Filling Material, see Upholstered and Stuffed Articles

FILM

Film, see also Arts

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm, 16mm projectors and films. Also examines and licenses projectionists. Approves motion picture advertising and classification.

416-965-6487

CULT & REC, CULTURAL INDUSTRIES BR is involved with the film industry, recording industry, book publishing and periodicals industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is on policy development. Contact regional offices or main office.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

416-429-4100

CULT & REC, ONTARIO SCIENCE CENTRE conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings) and the Ontario Film Archive.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadians at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These

include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, work of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

416-965-5466

IND & TOUR, COMMUNICATIONS DIV has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with photography, audio-visual, publications, releases, speeches, media liaison and other information services (see also first entry under information service). Operates a library of still and motion pictures tend to groups interested in tourism. Film catalogues available.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film production and industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments Contact Queen's Park or Regional Office. See also Ind & Tou Br Product-Manufacturing Development, and Ind & Tour Industr Br Industrial Services.

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadia

destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

LMS

Films, see Film, also Cult & Rec Admin Services Br Resource Centre.

NANCIAL MANAGEMENT

Financial Management Services in each ministry include accounting (see first entry under Accounting), audit (see first entry under Audit) and other ministry finance functions. Administrative Services in each ministry include office services such as purchasing and supply management, printing and duplicating, mail, transportation services and records management. The Administrative Group in a ministry acts as liaison with the Ministry of Government Services to coordinate common services such as telephones, accommodation requirements.

416-965-1291

ATT GEN, FINANCIAL MANAGEMENT BR provides the Ministry with these services: development of estimates and budget control (Tel. 965-1291), accounting, including accounts payable (965-4291) and payroll (965-1135); office services, including procurement of assets and supplies (965-2845), central filing, transportation and delivery (965-2989); printing and duplicating (965-2818) and central mailing (965-2980). For further description of functions, see first entries under administrative services, financial management and accounting.

416-965-6483

CCR, FINANCE & PROGRAM EVALUATION BR provides all operating programs of the ministry with financial management services such as payroll reconciliation, accounts payable, formulation of program estimates in keeping with branch budgets. Receives and processes all revenues received by the ministry. Develops ministry policies and procedures re financial control and management performance reporting systems.

416-965-7188

CORR SERV, MANAGEMENT DATA SERVICES BR supplies the ministry with financial management (phone: 965-7188), data processing, client information systems, records management (phone:

965-3384) and systems development.

416-965-4832

CULT & REC, FINANCE BR provides the ministry with financial management and accounting services including payment of grants. For further description of functions, see first entries under accounting and financial management. In addition the branch establishes ministry accounting and financial policy and handles pre-audit of financial transactions.

416-965-2611

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611), accounting (965-2612), and audit (965-5833), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

416-965-6981

ENV, FINANCIAL SERVICES BR provides the ministry with financial management and accounting services. For further description of functions see first entries under financial management and accounting.

416-965-2153

GOVT SERV, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entries under financial management and accounting.

416-965-5415

HEALTH, FISCAL RESOURCES BR coordinates preparation of the Ministry's multi-year plan, estimates and other financial reports; coordinates budgetary control effort and provides financial consulting services to assist Ministry program managers. Coordinates management-by-results for ministry. The branch is also responsible for the ministry's financial management functions (965-8025); e.g., approval of budgets, settlements, consideration of appeals and requests, cash arrangements and financial consulting services to program managers in respect to those health facilities for which they have responsibility. The health facilities include public and private hospitals, private psychiatric hospitals, children's treatment centres, nursing homes, home care programs and public health units.

416-965-9762

HOUSING, FINANCE BR supplies the ministry with financial management services. For a description of activities see

first entries under financial management and accounting.

416-965-4148

LABOUR, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entries under financial management and accounting.

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-965-4425

SOL GEN, FINANCIAL SERVICES BR supplies the Ministry with financial services. For a description of functions, see first entries under financial management and accounting.

416-248-3465

TR & COMM, FINANCIAL BR supplies the ministry with financial management services. For a description of functions, refer to the first entries under financial management and accounting.

FINANCING STATEMENT

Financing Statement, see CCR Personal Property Registration Br.

FINES

Fines, see Defaulted Fines, also Att Gen Provincial Courts Criminal Div Metro

IRE

416-965-5881

CCR, BUILDING CODE BR is developing a fire code and administers a building code for Ontario to minimize building, health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Maintains the Ontario Plumbing Code.

416-965-2781

NAT RES, FOREST FIRE CONTROL BR organizes fire control planning and fire warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for fire apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Film library loan service available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

FIREARMS

416-965-4488

SOL GEN, OPP, REGISTRAR OF FIREARMS approves issuing of permits to register and carry firearms in Ontario as outlined in the Criminal Code (Canada). Maintains a central registry of all Ontario's registered firearms.

FISH

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants on fish and other aquatic organisms. Contact regional office.

705-942-1800

NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-832-2261

NAT RES, FISH AND WILDLIFE RESEARCH BR near Maple, Ontario, conducts biological and environmental research and provides information on the principles of scientific fish and wildlife management, wildlife diseases and parasites, productivity of lakes and streams, aquatic systems ecology, behaviour of animals, animal pathology. Contact Director, Box 50, Maple.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts,

shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

FISHING

Fishing, see Fish

FITNESS

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries. For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br, Min. of Health, 15 Overlea Blvd., Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

416-844-8171

CULT & REC, ONTARIO SPORTS TRAINING CENTRE (OSTC) in Oakville is now being developed, with construction to start in 1977, tentative completion in 1979. To be built in stages, the Ontario Sports Training Centre is designed for training of amateur athletes and to serve as a sports competition and conference centre. Phase I facilities include a natatorium, multiple gymnasiums, an indoor fieldhouse, an outdoor stadium, fitness & weight training halls, medical & physiotherapy areas, the major locker core plus administration office. Twenty-three amateur sports are included in this phase, with the sport governing bodies recommending athletes for training. The Recreation Facilities Research Project under the OSTC is being created to gather and disseminate information about planning, design construction and operation of sports, recreation and fitness facilities.

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in physical activities for enjoyment. Promotes competition in multi-sports games (e.g. regional & provincial Ontario Summer & Winter Games). Provides administrative, consultative and limited financial assistance (grants) to provincial sport

governing bodies. The Ontario Sports Administration Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is also funded by this Ministry. Sports Awards Program honours accomplishments made by Ontario athletes and citizens in amateur sport. Coaching Development Program (Tel. 965-6311) improves the calibre of leadership available to amateur sport. Ontario Sports Travelcade (Tel. 965-6311) takes sports and fitness resources around Ontario to help raise the level of expertise among athletes, coaches, etc. The branch encourages physical fitness in individuals by working with community groups, municipalities and industries in the development of fitness programs (965-6311). See also Cult & Rec Office of Athletics Commissioner.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-4334

HEALTH, HEALTH PROMOTION BR HEALTH EDUCATION Consultants provide information on programs in accidents prevention, smoking and health, physical fitness. See also other sections in Health Health Promotion Br described separately.

OOD

AG & FOOD, COLLEGES OF AGRICULTURE. Colleges of Agricultural Technology offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, agricultural business management, among others. They also conduct agricultural research for the ministry. Contact colleges for further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas

trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-965-2124

AG & FOOD, FARM PRODUCTS MARKETING BOARD administers the Farm Products Marketing Act which provides for the regulation of forty food commodities regulated under twenty marketing plans. Each marketing plan is administered by a producer marketing board. Questions regarding specific commodity plans may be directed to the secretary of each board. The branch maintains a list of these boards.

416-965-1421

AG & FOOD, HOME ECONOMICS BR provides training in home economics; discovers, stimulates and develops local leaders; provides educational programs for Federated Women's Institutes of Ontario and other rural organizations.

416-965-7701

AG & FOOD, ONTARIO FOOD COUNCIL promotes the development of domestic and foreign markets for Ontario's food products. The Consumer Section of the Ontario Food Council provides a consumer education and information service about the availability, quality and nutritive value of Ontario foods, and on food purchasing and use. Also provides numerous publications on Ontario food products, their availability and storage.

416-259-5479

AG & FOOD, ONTARIO FOOD TERMINAL BOARD operates the Ontario Food Terminal, a wholesale fresh fruit and produce market to serve all Ontario growers of these farm products. The terminal has cold storage facilities. It plays a major role in the orderly marketing of fruits and vegetables in Ontario.

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food,

plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-6491

CORR SERV, FOOD SERVICES BR endeavours to provide adults and juveniles under the care of the ministry with wholesome, adequate nutrition and teaches food service job skills to inmates who display aptitude and desire for this type of training. Operational and training programs are conducted in the institutions, coordinated through the ministry office.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL Services are the responsibility of the Veterinary Public Health Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

FOREIGN INVESTMENT

Foreign Investment, see also Ind & Tour, Industry & Trade Dev Br.

416-965-4011

IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Policy Committee in the coordination of ministry policy planning. Provides: long range planning for development of industry, trade and tourism in Ontario; Ontario comment to the Federal Government on Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade by the world's trading nations.

416-965-2999

TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and

strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and anti-inflation programs.

FOREIGN LAND

Foreign Land sale, see CCR Real Estate & Business Brokers.

FORENSIC SCIENCE

416-965-2561

SOL GEN, CENTRE OF FORENSIC SCIENCES prepares legally admissible evidence for law enforcement officers, attorneys, coroners, etc., by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

416-965-1554

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies & biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and sudden death investigations.

FOREST

Forest, see also Forest Fire, Forest Industries, Forest Rangers.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provide scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

416-965-6225

NAT RES, SURVEYS & MAPPING BRANCH A. The Branch provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Inventory Section (965-6914) maintains the Forest Resources Inventory (FRI) and data on forest stands in Northern Ontario. Drafting Services Section (965-7108) provides drafting, mapping and graphics support services to the ministry. Control Surveys Section (965-4538) will install and manage a provincial system to coordinate, and set standards for, control surveys. Cadastral Surveys Section (965-2714) has data from ministry surveys and from private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Branch (B) for other activities.

FOREST FIRE

705-942-1800

NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

416-965-2781

NAT RES, FOREST FIRE CONTROL BR organizes fire control planning and fire warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

FOREST INDUSTRIES

Forest Industries, see also Forest

416-965-2781

NAT RES, FOREST FIRE CONTROL BR organizes fire control planning and fire warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population,

households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

FOREST RANGERS

416-965-3825

NAT RES, PERSONNEL BR performs the personnel functions for the Ministry of Natural Resources. For a description of branch activities, see first entry under Personnel. Also hires qualified 17 year old persons as junior forest rangers. There are personnel officers in each of the Ministry's eight Regional Offices.

FORESTRY CAMPS

416-965-5263

CORR SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, correctional institutions, forestry camps and training schools. Office Services Section (phone: 965-2071) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under administrative services for further description of this function.

FORGERY

416-965-8117

SOL GEN, OPP, ANTI-RACKETS BR provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar crime, frauds, rackets, schemes, counterfeiting and forgery. For general inquiries, contact 965-8117. For inquiries on counterfeiting call 965-1883.

FORT WILLIAM

Fort William, see Old Fort William

FOSTER CHILDREN

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is

also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to \$150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

OUR-H

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS in county or district offices.

RANCHISES

416-965-5151

CCR, MANAGEMENT SECRETARIAT. Commercial Studies Section conducts ministry research projects. Has general information on franchises. Systems Section (965-0232) provides the ministry with advice and assistance on management consulting, systems development and data processing.

416-965-2851

ONTARIO ENERGY BOARD regulates certain phases of the natural gas industry in Ontario, including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas

franchises and certificates. Acts upon references by the Ministry of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Ministry of Energy.

FRANCO-ONTARIAN

Franco-Ontarian, see also French

416-965-0598

CULT & REC, ADVISORY COUNCIL on FRANCO-ONTARIAN AFFAIRS is an advisory body to make recommendations to the Minister of Colleges & Universities and the Minister of Culture & Recreation on any matter for which their ministries are responsible and which affect Franco-Ontarians or on any matter which one or both ministers may refer to the Council for consideration. The Council maintains close liaison with the French community in order to be well informed of the needs of Franco-Ontarians in the fields of post-secondary education, culture and recreation.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Art Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

FRATERNAL SOCIETIES

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises

policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

RAUDS

416-965-8117

SOL GEN, OPP, ANTI-RACKETS BR provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar crime, frauds, rackets, schemes, counterfeiting and forgery. For general inquiries, contact 965-8117. For inquiries on counterfeiting call 965-1883.

RENCH

French, see also Franco-Ontarian

416-965-4716

CABINET COMMITTEE ON CONFEDERATION advises the government on: the relationship of Ontario to Confederation and on related federal-provincial and interprovincial relationships; how the public might acquire further understanding of the advantages of confederation; means of greater interaction between Ontarians and the people from the other provinces. The office of the Coordinator on Bilingualism (965-3865) which coordinates the implementation of the government's bilingualism policy (English and French language services to the public) reports to this Committee.

416-965-1438

CIV SERV, STAFF TRAINING & DEVELOPMENT BR. Staff Training & Development Services Section (965-1438) identifies training and development needs of Ontario Government employees. Develops appropriate learning experience to meet these needs and evaluates effectiveness of this training. Courses and seminars are usually held at the Staff Development Centre, Kempenfeldt Bay, Barrie (705-728-2321). French Language Services Section (965-4162) offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges. Library (965-7096) offers specialized services in the management science field.

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges

and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL) and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-0598

CULT & REC, ADVISORY COUNCIL on FRANCO-ONTARIAN AFFAIRS is an advisory body to make recommendations to the Minister of Colleges & Universities and the Minister of Culture & Recreation on any matter for which their ministries are responsible and which affect Franco-Ontarians or on any matter which one or both ministers may refer to the Council for consideration. The Council maintains close liaison with the French community in order to be well informed of the needs of Franco-Ontarians in the fields of post-secondary education, culture and recreation.

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry of Culture and Recreation operates and maintains historic sites at Midland (Sainte Marie Among the Hurons) and Penetang (Historic, Naval and Military establishments). Ste. Marie Among the Hurons has been reconstructed on its original site and is open to the public as an historical exhibit. The Naval and Military Establishments have been restored and partially reconstructed, and are open to the public as an historical attraction. Both parks are maintained and operated to promote an appreciation of the Indian, French and British themes in the history of the Huronia area through public visitation. Both sites have interpretive and demonstration programs and are staffed by interpretive and maintenance staff. Contact Huronia Historical Parks, Midland, Ontario (Tel. 705 526-7838).

416-965-2190

EDUC, COUNCIL ON FRENCH LANGUAGE SCHOOLS ensures the continuing development of education for French-speaking students in Ontario. The Council advises the Minister of Education and his Deputy on all matters pertaining to French

language schools.

416-965-3155

EDUC, LANGUAGES OF INSTRUCTION COMMISSION of Ontario was established to help resolve disputes between school boards and parents over the provision of education programs in the language of a minority group, French or English as the case may be.

416-965-2667

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for teachers (965-2664). Coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges teacher and school board personnel exchange programs within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for French language professional development activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

416-965-7171

TE & IA, COMMUNICATIONS GROUP, aside from the services mentioned in the general description (see first entry under information service), has a French Information Officer who provides information and communications advice to other Ontario Government ministries, the media and the public. Coup d'Oeil, a publication in French containing brief descriptions of government programs, is produced monthly for the French media and the public.

DG

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

FRUIT

Fruit, see Farm Products

FUEL

416-965-7627

CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits su operations.

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources su as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpos of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable a appoints or registers collectors, usually wholesalers or distributors.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Automotive Vehicle Energy Management Program studies use of fuel by road vehicles to support fuel conservation legislation and direct the energy management program. Examines, tests and implements fuel conservation measures. Studies alternative fuels, especially methanol.

FUNERAL DIRECTORS

416-965-661

CCR, CEMETERIES BR approves plans of cemetery area, rules regulations, deed forms and tariff of rates for cemeteries burial grounds, church yards, mausolea, crematoria, columbaria and urn gardens. The branch also answers inquiries and investigates complaints about cemeteries.

Contact Queen's Park or regional offices. For inquiries about funeral directors and embalmers, call the Board of Administration under the Embalmers and Funeral Directors Act. First Floor, 25 Grosvenor St., Toronto, 921-5164.

INSECTICIDES

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

R

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-4251

NAT RES, WILDLIFE BR manages wildlife resources of the province through management of habitat; reviews and recommends wildlife management practices and policy; recommends and enforces wildlife-related (e.g. hunting) laws and regulations; inventories and manages endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas to provide wildlife-oriented recreation. Reviews land use planning to ensure that wildlife interests are considered. Fur Section (965-3345) coordinates and regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers federal-provincial resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

FURNITURE

Furniture, see Upholstered and Stuffed Articles

GAINS-A

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-8470

REVENUE, GUARANTEED ANNUAL INCOME SYSTEM (GAINS-A) Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual Information Centre on the GAINS-A program for senior citizens can be reached by calling 965-8470 in Metro Toronto. Outside Metro ask the Operator for Zenith 8-2000 (toll-free).

GAINS-D

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veteran Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to \$150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single

mothers, permanently unemployable fathers, foster children, etc.).

AMBLING

Gambling, see also Games of Chance

416-965-8114

SOL GEN, OPP, SPECIAL INVESTIGATION BR provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies which deal with liquor licensing, liquor laws infractions, gambling, and suppression of illegal drugs.

AMES OF CHANCE

416-965-5181

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

ARAGES

416-965-1226

TR & COMM, VEHICLE LICENSING OFFICE registers motor vehicles, trailers and snowmobiles. Issues licences to all premises used for selling, repairing or dismantling motor vehicles, e.g. garages, vehicle dealers, etc. Contact local Motor Vehicle Licensing Office. Requests for information on ownership of a specific vehicle should be made in writing to: Ministry of Transportation and Communications, Macdonald Block, Queen's Park, Toronto, enclosing \$3.00 fee.

RBAGE

Garbage, see Recycling, Waste

RDENS

416-965-6611

CCR, CEMETERIES BR approves plans of cemetery area, rules and regulations, deed forms and tariff of rates for cemeteries, burial grounds, church yards, mausolea, crematoria, columbaria and urn gardens. The branch also answers inquiries and investigates complaints about cemeteries. Contact Queen's Park or regional offices. For inquiries about funeral directors and embalmers, call the Board of Administration under the Embalmers and Funeral Directors Act. First Floor, 25 Grosvenor St., Toronto, 921-5164.

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural

areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

GARNISHMENTS

416-965-5591

ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm.201, Toronto M4G 1T6.

GASOLINE

416-965-7627

CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

GEOGRAPHIC NAMES

Geographic Names, see Nat Res Surveys & Mapping Br B.

GEOLOGICAL

416-965-4641

NAT RES, GEOLOGICAL BR provides information on the geology and mineral resources of Ontario for development of policy management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral

wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques and presentation of education classes and lectures on minerals. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures and unpublished files are used by the general public, prospectors, mining companies, universities and government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake and Sudbury district offices.

416-965-1337

NAT RES, MINERAL RESEARCH BR will identify a sample of rock, minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and agencies such as the Ontario Research Foundation.

416-965-6225

NAT RES, SURVEYS & MAPPING BRANCH A. The Branch provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Inventory Section (965-6914) maintains the Forest Resources Inventory (FRI) and data on forest stands in Northern Ontario. Drafting Services Section (965-7108) provides drafting, mapping and graphics support services to the ministry. Control Surveys Section (965-4538) will install and manage a provincial system to coordinate, and set standards for, control surveys. Cadastral Surveys Section (965-2714) has data from ministry surveys and from private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Branch (B) for other activities.

EOLOGY

Geology, see Geological, Geotechnical

OTECHNICAL

Geotechnical, see also Geological

416-965-6194

ENV, WATER RESOURCES BRANCH HYDROLOGY & Monitoring Section

coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

GERIATRICS

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private groups, develops policy on and subsidizes local residential care, extended health care, Homes for the Aged and social services for senior citizens. Assists in community outreach programs e.g. meals-on-wheels, day care, vacation care. Other programs include: operating grants for Elderly Persons Centres and senior volunteers. Helps people in retirement planning. Conducts Long-Term Study on Aging (LSA) (phone 965-5103). Provides grants for aging research and facilities, including the J. W. Crane Memorial Library of Geriatrics and Gerontology, phone 367-8867. Contact district office.

GIFT TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

GO TEMPORARY

416-965-4758

CIV SERV, STAFFING SERVICES BR (B). Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in recruitment of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and employment practices in the OPS for permanent part-time employment and employment of disadvantaged persons. Employment Services Section (965-6081) provides information on employment opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of qualified applicants to assist ministries with their staffing needs. Go Temporary Program (965-7688) recruits and maintains resources staff to fill temporary positions in the OPS. See also Civ Serv Staffing Services Br (A) for other

sections in Branch.

GO TRANSIT

416-630-2635

TORONTO AREA TRANSIT OPERATING AUTHORITY (TATOA) was created to design, establish and operate an inter-regional transit system serving Metro Toronto and the regional municipalities of Peel and York. Manages GO Transit, a commuter railway service operated by Canadian National Railways, and a commuter bus service operated by Gray Coach Lines and Trailways of Canada. For information on timetables and fares phone local GO Transit number.

GOVERNMENT CAUCUS OFFICE

416-965-2337

GOVERNMENT CAUCUS OFFICE. In the June 9, 1977 provincial election, the Progressive Conservative Party (PC) was returned to Government. Each Member of Provincial Parliament belonging to the Progressive Conservative Party belongs to the Government Caucus. The Caucus deliberates policies and programs which will become part of legislation to be introduced in the Legislature. Specific Committees are responsible for certain areas. The Caucus Office has a Chief Whip who looks after attendance in full Caucus, Committee meetings and in the Legislature, and keeps all members informed as to what votes are expected in the Legislature.

GOVERNMENT PAYMENTS

Government Payments, see Govt Serv, Government Payments Br.

GOVERNMENT SERVICES

Government services, Ministry of, see GOVT SERV Branch Name

GOVT SERV ADMINISTRATIVE SERVICES

416-965-9215

GOVT SERV, ADMINISTRATIVE SERVICES supplies the ministry with administrative services. For a description of functions, see first entry under administrative services.

GOVT SERV AUDIT BR

416-965-4805

GOVT SERV, AUDIT BR is responsible for the ministry's audit function. For a description of the function see first entry under audit.

GOVT SERV COMPUTER SERVICES DIV

416-965-3417

GOVT SERV, COMPUTER SERVICES DIV provides comprehensive data processing services including computing, time sharing and system support to authorized users on a cost recovery basis. Three Computing Centres in Toronto serve specific ministries: Queen's Park Computing Centre (965-0684), Leaside Data Centre (965-0941), and Downsview Computing Centre (248-3941). The Computer Systems Planning Br. (965-9240) is the planning,

central technical resource and coordinating arm of the division.

GOVT SERV DESIGN SERVICES BR

416-965-2108

GOVT SERV, DESIGN SERVICES BR provides design and construction services for capital projects, lease purchase projects and accommodation alterations of the ministry, including interior design consulting services, kitchen facilities and laboratory facilities. Also includes preparation of documents and inspection of work performed. Part of the interior design consulting function (965-6723) is cataloguing of original paintings and sculptures owned by the Government, commissioning works of art in Government buildings and restoration of these works of art where necessary. Provides technical assistance to other ministries in problems pertaining to construction, maintenance and operation of buildings and institutions.

GOVT SERV EMPLOYEE ADVISORY SERVICE

416-965-5161

GOVT SERV, EMPLOYEE ADVISORY SERVICE provides counselling and referral services in cases where alcohol and drug addiction related problems are affecting the work performance of an Ontario Public Service employee. Assists employees in pension planning, insurance benefits planning, and retirement planning. Provides day care counselling to employees with children aged 4 weeks through 10 years. To contact day care counselling service write or call: Employee Advisory Service, 13th floor, 25 Grosvenor Street, Toronto, tel. 965-9953.

GOVT SERV EMPLOYEE BENEFITS BR

416-965-6861

GOVT SERV, EMPLOYEE BENEFITS BR administers the following employee benefits plans: Public Service Superannuation Act (PSSA), Superannuation Adjustment Benefits Act (SABA), Legislative Assembly Retirement Allowances Act (LARAA), Employees' Group Insurance Plan (EGP), Long Term Income Protection (LTIP) for employees of the Ontario Public Service only. Informs existing and retired employees of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

GOVT SERV EMPLOYEE DATA SERVICES BR

416-965-6541

GOVT SERV, EMPLOYEE DATA SERVICES BR operates and maintains the Integrated Payroll Personnel Employee Benefits (IPPEB) system. Central agencies and all ministries receive a variety of services from the system including: pay lists, cheques, work history data, ministry organization structures, status changes of employees, pension contribution data, life insurance, Ontario Health Insurance Plan (OHIP) information, T-4 income tax forms and salary structures. Inquiries should be directed to Personnel or Payroll branches of the ministry

concerned or to client liaison officers within the Employee Data Services Branch.

GOVT SERV EMPLOYEE HEALTH SERVICES BR 416-965-6751

GOVT SERV, EMPLOYEE HEALTH SERVICES BR provides direct health services to employees of the Ontario Public Service at their places of work in Toronto. Also provides advisory services to management on the health of the work force through various medical examinations.

GOVT SERV FINANCE BR 416-965-2153

GOVT SERV, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entries under financial management and accounting.

GOVT SERV GOVERNMENT PAYMENTS BR 416-965-2905

GOVT SERV, GOVERNMENT PAYMENTS BR is responsible for the production of cheques for the Ontario government from the Consolidated Revenue Fund or for any major cheque issuing programs developed by an Ontario Government ministry. Reconciles the Consolidated Revenue and major cheque issuing bank accounts. All cheque writing and issuing is done only upon authorized request of each ministry. For specific inquiries, contact ministry concerned.

GOVT SERV INSURANCE AND RISK MANAGEMENT 416-965-6254

GOVT SERV, INSURANCE AND RISK MANAGEMENT advises all Ontario ministries and special purpose bodies on insurance coverage, excluding employee benefits. For information on Ontario government employee benefits call 965-6861.

GOVT SERV LEGAL BR 416-965-1141

GOVT SERV, LEGAL BR provides legal services for the ministry in the areas of conveyancing and contracts, e.g. the acquisition (including expropriation), sale and lease of land, buildings negotiation and formulation of building contracts, computer contracts and contracts for other types of services. Provides legal opinions relating to pension benefits and litigation relating to the collection of outstanding accounts.

GOVT SERV LEGISLATIVE SERVICES BR 416-965-6415

GOVT SERV, LEGISLATIVE SERVICES BR provides housekeeping, maintenance, steward and messenger services and support services to the Lieutenant Governor, Office of the Premier, Office of the Speaker and each Member of Provincial Parliament (MPP) in the Legislative Building. The media studio and its physical facilities (Phone 965-1164) are for the use of cabinet ministers, ministries and members of the legislature.

GOVT SERV MANAGEMENT CONSULTING SERVICES

416-965-1727

GOVT SERV, MANAGEMENT CONSULTING SERVICES Division provides professional management consulting services to the ministries and agencies of the Ontario government in the areas of organization, operations, human resources management, electronic data processing (EDP), management information systems, finance, management science and actuarial science. The division also acts as actuaries to the Public Service Superannuation Fund (PSSF).

GOVT SERV MANAGEMENT PLANNING BR

416-965-6683

GOVT SERV, MANAGEMENT PLANNING BR provides internal program analysis, coordinates ministry policy, procedures and systems. Also provides an information service for the ministry. For a description of information activities see first entry under information service.

GOVT SERV PERSONNEL BR

416-965-7011

GOVT SERV, PERSONNEL BR performs the personnel functions for the Ministry of Government Services. For a description of branch activities see first entry under personnel.

GOVT SERV PLANNING AND RESEARCH BR

416-965-6817

GOVT SERV, PLANNING AND RESEARCH BR is responsible for general purpose accommodation planning for all Ontario government ministries and most special purpose bodies. Also responsible for research activities relating to the provision and management of accommodation.

GOVT SERV PRINTING SERVICES BR

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms, and supplies printing and typographic services to Ontario Government ministries and agencies through the graphic arts industry in Ontario. Also provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Duplicating Service (965-2211) provides an in-plant reproduction facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through both the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for the library depository system, cataloguing, inventory control and distribution of Ontario government publications.

GOVT SERV PROGRAM MANAGEMENT BR

416-965-2172

GOVT SERV, PROGRAM MANAGEMENT BR is responsible for the management of all accommodation projects of the Ontario

Government. Ensures that all accommodation projects are completed on schedule, within the budget, and to the satisfaction of client ministries. Acquires land and other properties required for capital construction projects. Provides leasing services to adequately accommodate government programs. Provides alterations of government-owned and leased accommodation to ensure efficient operation of programs of ministries. Provides liaison for the Ministry of Government Services with all ministries and government agencies for all accommodation needs.

GOVT SERV PROPERTY MANAGEMENT BR

416-965-6741

GOVT SERV, PROPERTY MANAGEMENT BR provides maintenance services to Government-owned and leased premises, including repairs, housekeeping, horticultural services, moving and bulk parking allocation, elevator maintenance and safety. It is also responsible for the reservation and use of committee rooms in the Macdonald Block (Phone: 965-1109).

GOVT SERV PROTOCOL SERVICES

416-965-5741

GOVT SERV, PROTOCOL SERVICES Recording Office records and certifies documents and land patents searches. See also Govt Serv Protocol Services Protocol Section, also Scrolls Section.

GOVT SERV PROTOCOL SERVICES PROTOCOL

416-965-1215

GOVT SERV, PROTOCOL SERVICES Protocol Section answers inquiries from other branches, agencies and the public about protocol procedures and social etiquette. Arranges official Ontario ceremonies, conferences and special events. A government hospitality fund provides resources to host hospitality functions (e.g. luncheons, coffee receptions) where the government officially welcomes visitors from outside Ontario who attend national or international events. Request for assistance should be in writing to: The Minister of Government Services, Queen's Park, Toronto. See also Govt Serv Protocol Services Recording Office, also Scrolls Section.

GOVT SERV PROTOCOL SERVICES SCROLLS

416-965-5733

GOVT SERV, PROTOCOL SERVICES SCROLLS Section prepares congratulatory scrolls for Ontario citizens on the request of their Member of Provincial Parliament, to acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, municipalities and other organizations. See also Govt Serv Protocol Services Protocol Section, also Recording Office.

GOVT SERV PUBLIC SERVICE SUPERANNUATION BOARD 416-965-2097

GOVT SERV, PUBLIC SERVICE Superannuation Board recommends payments of annuities, pensions and disability benefits and approves applications in respect of past service credits and pension credit transfers. The Public Service Superannuation Board also hears appeal from contributors, pensioners or dependents against administrative decisions. Pensions for Ontario Public Service employees are handled by Employee Benefits Branch (965-2097). Private pension plans should be referred to the Pension Commission of Ontario (965-2961).

GOVT SERV REALTY SERVICES BR 416-965-6745

GOVT SERV, REALTY SERVICES BR is responsible for the appraisal, negotiation and surveying requirements for the acquisition and sale of real estate for most ministries, including land required for construction programs. Appraises, negotiates and acquires leased accommodation. Handles interim management of government property and disposes of such through sale or lease. Under the Employee Home Owners Assistance Plan, assists government employees transferred to other locations in Ontario in selling their homes (phone: 965-6748). Maintains an inventory of government-owned land, buildings, leases and accommodations.

GOVT SERV SPECIAL SERVICES BR 416-965-1051

GOVT SERV, SPECIAL SERVICES BR provides Ontario government ministries with these services: complete mass mailing, including addressing, labelling, folding and inserting, in addition to regular mail delivery (Tel. 965-6902); a collection service for money due to the government (Tel. 965-5195). Operates the Records Centre which provides secure storage for inactive government records and security copies of computer tapes and microfilm (279-5493); a complete vehicle repair and trucking service, available to ministries on a charge-back basis.

GOVT SERV SUPPLY ADMINISTRATION BR 416-965-6937

GOVT SERV, SUPPLY ADMINISTRATION BR provides a government-wide purchasing service, including development of specifications and standards. Develops Collective Purchasing Arrangements for commodities commonly used by Ontario Government ministries and agencies. In addition to purchasing the requirements of the Ministry of Government Services, the branch purchases furniture and all other furnishings for other ministries and other items required for the initial outfitting of new facilities. Operates the Public Tenders Office to receive tenders for government contracts. Maintains suppliers lists by vendor and commodity, and a vendors catalogue library. Controls and directs government assets disposal.

GOVT SERV SYSTEMS DEVELOPMENT

416-965-3423

GOVT SERV, SYSTEMS DEVELOPMENT Services Division provides internal systems and programming service to Ontario government ministries and agencies.

GOVT SERV TELECOMMUNICATIONS SERVICES BR

416-965-0175

GOVT SERV, TELECOMMUNICATIONS SERVICES BR provides local and network telecommunication services for Ontario government ministries and agencies. These are principally telephone, data communications and radio, but also include intercom, teletype, facsimile, satellite and related telecommunications services. For local telephone services, contact 965-6788; network services, contact 965-6265.

GRANGE

416-361-0414

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to communities throughout Ontario. Offers an art rental service, art book shop, audio-visual library, art reference library and art classes for children and adults, school tours, public tours and speakers bureau.

GRANTS

416-965-1159

AG & FOOD, ACCOUNTS BR besides being responsible for the ministry's accounting function, handles general questions about grants under the farm development program. For a description of accounting function, see first entry under accounting.

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Canadian Plowing Council.

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program

which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS in county or district offices.

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested to determine butterfat content. This branch has responsibility for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario. If such sale is conducted within a municipality, only a municipal auctioneer's licence is required.

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost, obliterated or not registered. Does not provide for the creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact

Queen's Park or regional offices.

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-3870

COLL UNIV, UNIVERSITY AFFAIRS DIV is responsible for administering the provincial grants to Ontario universities. In this regard the division develops and analyzes policy proposals with reference to university operations and their funding, implements policy decisions and maintains ministry-advisory council relations and university-government relations in general. Answers inquiries about admissions policy and manpower planning.

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

416-965-1673

COMM SOC, POLICY ANALYSIS & FINANCIAL PLANNING BR provides the ministry with strategic planning coordination, program analysis, and integration of multi-year plans and annual estimates preparation. Develops and evolves options for the Provincial Income Security Policy and supports Ontario participation in federal-provincial reviews. Conducts research studies and provides support, research grants and

consultation for research activities related to ministry programs.

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private groups, develops policy on and subsidizes local residential care, extended health care, Homes for the Aged and social services for senior citizens. Assists in community outreach programs e.g. meals-on-wheels, day care, vacation care. Other programs include: operating grants for Elderly Persons Centres and senior volunteers. Helps people in retirement planning. Conducts Long-Term Study on Aging (LSA) (phone 965-5103). Provides grants for aging research and facilities, including the J. W. Crane Memorial Library of Geriatrics and Gerontology, phone 367-8867. Contact district office.

416-965-5975

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for correctional institutions, training schools and other correctional facilities. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for research in the corrections field.

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-6256

CULT & REC, COMMUNITY ARTS DEVELOPMENT BR has programs to encourage excellence in the arts and wider participation in arts activities. Has consultants in theatre, dance, music, visual arts, and crafts. Grants are available to provincial arts service organizations. Provides resource materials for teachers in the arts or arts groups. Contact field offices, main office, or the Ontario Arts Council.

416-965-3314

CULT & REC, COMMUNITY INFORMATION SERVICES Program provides eligible individual community information centres with funding through grants and advises them on matters such as information management, policy, staffing and volunteer training. Publications are available. Contact field offices.

416-965-7635

CULT & REC HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides support for Ontario Heritage Foundation grants or loans to encourage renovation and restoration of buildings of historical importance or architectural value. Helpful advice on preservation is offered to organizations and individuals, including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

416-965-4021

CULT & REC, HERITAGE ADMIN BR, HISTORICAL Section provides technical support for the Ontario Heritage Foundation in

preserving historical buildings and in erecting commemorative plaques of province-wide importance. Gives grants to aid in erecting local plaques and to publish the history of places in Ontario. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Architectural for other activities of this branch.

416-965-6621

CULT & REC, MULTICULTURAL DEVELOPMENT BR aims to improve the quality of the social environment in Ontario by facilitating community participation in: multicultural development processes through the encouragement of an appreciation and understanding of specific cultures in our multicultural society; the encouragement of information sharing through intercultural workshops; the promotion within institutions of an awareness and sensitivity to cultural differences; and community development processes through the facilitation of citizen involvement in local decision-making processes. Professional staff provide consultative services, publish handbooks and directories. Multicultural development and community participation grants are available. Contact field offices or main office. The branch assists in the Multicultural History Project (965-0212) sponsored by the Ministry and funded by Wintario. The Project will collect and preserve material about Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

416-965-5727

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing licences for archaeology

and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries. For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br, Min. of Health, 15 Overlea Blvd., Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

416-965-2696

CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public libraries throughout Ontario. Provides library grants, library by-laws and statistics, and other information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For Children.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership

Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in physical activities for enjoyment. Promotes competition in multi-sports games (e.g. regional & provincial Ontario Summer & Winter Games). Provides administrative, consultative and limited financial assistance (grants) to provincial sport governing bodies. The Ontario Sports Administration Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is also funded by this Ministry. Sports Awards Program honours accomplishments made by Ontario athletes and citizens in amateur sport. Coaching Development Program (Tel. 965-6311) improves the calibre of leadership available to amateur sport. Ontario Sports Travelcade (Tel. 965-6311) takes sports and fitness resources around Ontario to help raise the level of expertise among athletes, coaches, etc. The branch encourages physical fitness in individuals by working with community groups, municipalities and industries in the development of fitness programs (965-6311). See also Cult & Rec Office of Athletics Commissioner.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-3141

EDUC, RESEARCH & EVALUATION BR disseminates education research results to school boards and to the public. Provides grants for educational research proposed by qualified researchers in Ontario educational organizations (phone: Toronto 965-3141). Publishes research findings on Ministry research contracts and grants through the Ontario

Government Bookstore. Develops and coordinates educational evaluation systems.

416-965-2947

EDUC, SCHOOL BUSINESS & FINANCE BR sets standards for, advises on, and supervises audits of school boards. Determines how provincial grants to local boards will be distributed. Provides architectural advice to all boards and to ministry on building needs, for construction of elementary and secondary schools. Conducts research in energy conservation in schools.

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (tel. 965-5635), and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989) Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Project Japan (965-5629), Teacher Exchange Programs (965-5996). Also operates the Ontario Student Leadership Centre (OSLC) which accepts secondary school students for a series of training courses in leadership through physical education and athletics, music, student government (965-5989). The Student Guidance Information Service (SGIS) (965-9676) provides computerized career and institutional information to schools. Also is responsible for preparation of guidance documents and Ontario Student Record (OSR) material.

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Produces periodic air quality reports. Assesses immediate and long-term effects of air contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous substances and other emissions. Administers environmental research grants. Contact regional office.

416-965-7048

ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises on environmental research grants and evaluates results. Coordinates pesticide problems. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has

all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section, phone: 965-2401.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers program of grants to regional or restructured municipalities for certain sewage works and water works.

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental resource recovery plant for technology research and market development. Provides grants for selected technology demonstration projects.

416-965-4058

HEALTH, COMMUNITY HEALTH PROTECTION BR, VD (venereal disease clinics for the diagnosis and treatment of VD are located throughout the province. Provides advice to physicians re management of VD cases and educates public on all aspects of venereal disease. Contact local Public Health unit. In Metro Toronto call any time Tel. 965-3333. Grants are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

416-965-5036

HEALTH, HEALTH PROMOTION BR DENTAL Consultants provide consultation to health agencies in Ontario on preventive dental care and dental health (Contact local Public Health agency). Provide grants to dentists in underserviced areas. Deal with all Ministry policy about dental care. See also

other sections in Health Health Promotion Br described separately.

416-423-4240

HEALTH, ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION conducts regional treatment centres where treatment of cancer by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). Rehabilitation services are also provided for patients needing speech therapy or prosthetic devices. Grants are awarded for cancer research, and medical graduates are encouraged to work on cancer treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

416-920-7721

HEALTH, ONTARIO MENTAL HEALTH FOUNDATION provides grants for mental health research. The Ontario Mental Health Foundation supports specific projects, also predoctoral and postdoctoral students and postgraduate independent research.

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; to support community programs teaching primary ambulatory care to health professionals on a team-care approach; to encourage physicians (965-1170) and dentists (965-5036) to set up practices in underserviced areas; and to attract individuals to priority health training programs. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery funds for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which will provide financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or

updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants.

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (A). This branch administers provincial and federal-provincial programs designed to upgrade existing housing, and to help generate programs that will improve the total environment of these homes. The federal-provincial Neighbourhood Improvement Program (NIP) offers grant and loan assistance to municipalities to upgrade older residential neighbourhoods. Areas designated under the NIP are also eligible for funds under the federal Residential Rehabilitation Assistance Program (RRAP) to upgrade individual properties to minimum standards. The provincial Ontario Home Renewal Program (OHRP) provides per-capita grants to municipalities to administer directly as loans to owner-occupants whose adjusted annual family income is under \$12,500. An experimental OHRP Rental Program helps landlords upgrade premises rented to low and moderate income families. In unorganized territories OHRP is administered through provincial northern affairs officers. See also Housing, Community Renewal Br (B).

416-965-9838

HOUSING, LAND MARKETING & SURVEYS BR, AHOP-HOME. Ontario's Home Ownership Made Easy (HOME) plan has been altered so it is now part of a joint federal-provincial program whereby provincial grants (of up to \$750 in the first year) may be given to purchasers of Assisted Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. The federal AHOP program is designed primarily to bring the effective mortgage rate down to 8% during the first year of occupancy through a loan for buyers of newly-built homes within specific price ranges which vary across Ontario. AHOP also provides a subsidy (up to \$750 the first year) so buyers do not spend more than 25% of income on mortgage & municipal tax payments. Administration of AHOP-HOME is handled by the federal government's Central Mortgage & Housing Corporation (CMHC), whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

416-965-3173

HOUSING, ONTARIO HOUSING ACTION PROGRAM works with provincial

ministries and agencies, regional and area municipalities and private industry to expedite production and stabilize costs of new housing, especially for lower and moderate income families. The Ontario Housing Action Program (OHAP) also provides financial assistance to municipalities: interest-free loans for major servicing, planning study grants and unconditional housing incentive grants.

416-965-4611

HOUSING, POLICY AND PROGRAM DEVELOPMENT SECRETARIAT provides the ministry with policy development (965-4611), intergovernmental liaison (965-7867), surveys and statistical analysis (965-7025). The Secretariat is also responsible for program review and analysis. Administers the Municipal Housing Policy Statements program (MHPS) which provides grants and technical assistance to municipalities in developing statements of local housing policy.

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS provides financial assistance to small businesses for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturers through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturers through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park or Regional Offices (in Metro Toronto, 491-7680).

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film

production and industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries listed separately in this index. The Selective Placement Section provides professional and skilled manpower counselling and, in cooperation with Canada Manpower & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-6287

NAT RES, CONSERVATION AUTHORITIES BR assists local conservation authorities with design, planning and operational assistance as well as grants for capital projects. Does studies and reports on watersheds.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provide scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional

or district offices.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grant structure, including deconditionalizing of various specific grants. Develops budget options for assistance to local government and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for unconditional grants. Administers all unconditional grants, valued at over \$400 million in 1977. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-1671

TE & IA, MUNICIPAL FINANCE BR maintains a municipal financial data system; produces financial analyses based on mun. financial statements; maintains: summary of mill rates, register of prov'l. grants to local sector & monitors its fiscal capacity. Advises on local sector debt. Studies property taxation to develop new system. Advises regional/restructured gov'ts. on financial policy; manages Special Assistance part of unconditional grants. Administers Ont. Mun. Improvement Corp. (OMIC), Ont. Educ. Capital Aid Corp. (OECAC), Ont. Univ. Capital Aid Corp. (OUCAC). Contact: Loc. Gov't. Financial Analysis, 965-2417; Loc. Gov't. Tax Reform 965-2194; Restructured Municipalities Finance, 965-1074; Mun. Borrowings, 965-2451; Finance Legislation, 965-0577.

416-965-2204

TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on provincially-owned properties (965-2428).

GRAVEL

Gravel, see Sand

GREAT LAKE WATER LEVELS

416-965-2204

TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on provincially-owned properties (965-2428).

GREAT LAKES

416-965-4590

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Contact regional office.

GREENHOUSE

416-965-1081

AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household & urban growing should be referred to the Agricultural &

Horticultural Societies Br at 965-1091.

ROUND WATER

416-965-6194

ENV, WATER RESOURCES BRANCH HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

416-965-4590

ENV, WATER RESOURCES WATER MODELLING Section develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

ROUP HOMES

416-965-1487

CORR SERV, JUVENILE DIVISION provides three types of services to children between the ages of 7 and 17 years: probation and after-care, training schools and group homes. As an alternative to training schools, group homes provide juveniles with an opportunity for growth in the community. Group homes are on contract with the ministry. Community resources and training schools are used for reassessments. Regional coordinators work with homes, providing general support and liaison with other ministry branches and agencies. Province-wide probation and after-care regional offices work with juveniles and their families. See also Corr Serv Delinquency Prevention & Native Programs, another activity of this division.

ROUP OF SEVEN

416-893-1121

CULT & REC, McMICHAEL CANADIAN COLLECTION is an art gallery in a beautiful setting in Kleinberg, Ontario, which has an extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

GUARANTEED ANNUAL INCOME SYSTEM

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to \$150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-8470

REVENUE, GUARANTEED ANNUAL INCOME SYSTEM (GAINS-A) Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual Information Centre on the GAINS-A program for senior citizen can be reached by calling 965-8470 in Metro Toronto. Outside Metro ask the Operator for Zenith 8-2000 (toll-free).

GUNS

Guns, see Firearms

HALDIMAND-NORFOLK

Haldimand-Norfolk, see Housing Project Planning & Evaluation

HALF-WAY HOUSES

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and

financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

ANDICAPPED

Handicapped, see also Retarded, Disabled. Re employment policy in Ontario Public Service, see Civ Serv Staffing Services Br B.

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices re: funding, licensing and supervision of day nurseries; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.); and provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding child care and pre-school education. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For financial questions contact 965-2521. Contact district office.

416-965-6231

COMM SOC, MENTAL RETARDATION FACILITY SERVICES Division operates facilities and funds facilities operated by a Board of Directors for mentally retarded and multiply handicapped children and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils

and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to \$150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotional handicapped and socially disadvantaged adults. Contact district office.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regiona

programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-9537

ONT ADVISORY COUNCIL ON PHYSICALLY HANDICAPPED consists of nineteen members appointed by Order in Council. Council advises the government on matters pertaining to the well-being of physically handicapped persons. Promotes the development and creation of opportunities for self-help for the physically handicapped. Reviews current policies relevant to handicapped persons involving education, employment, rehabilitation, income maintenance, health measures, programs on housing, transportation, recreation, guardianship and other related services. Council meets monthly.

NSARD

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms, and supplies printing and typographic services to Ontario Government ministries and agencies through the graphic arts industry in Ontario. Also provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Duplicating Service (965-2211) provides an in-plant reproduction facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through both the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for the library depository system, cataloguing, inventory control and distribution of Ontario government

publications.

416-965-1456

LEGISLATIVE ASSEMBLY, HANSARD Reporting Services covers all sittings of the Legislature of Ontario and selected committees and publishes an Official Report (Hansard). The final printed Hansard is distributed to each Member of Provincial Parliament (MPP) and is available from the Ontario Government Bookstore, 880 Bay St., Toronto, telephone 965-2054, and in most libraries. To subscribe to the Hansard, contact Printing Services Branch, Print Procurement Service, Min. of Government Services, 9th floor, Ferguson Block, Queen's Park, telephone 965-2238.

HAZARDOUS SUBSTANCES

Hazardous Substances, see Labour Occupational Health Br, Env Air Resources Br, Env Water Resources Br Limnology & Toxicity Section, also Pollution.

HAZARDS

Hazards, see Safety, Building Code

HEALTH

Health, Ministry of, see HEALTH Branch Name. See also Labour Occupational Health & Safety Div. See also Building Code.

HEALTH ADDICTION RESEARCH FOUNDATION

416-595-6100

HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the alcohol and drug field. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The Addiction Research Foundation library's extensive collection of research reports, books and audio-visual material is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

HEALTH AMBULANCE SERVICES BR

416-965-8034

HEALTH, AMBULANCE SERVICES BR is responsible for licensing and inspection of ambulance services in Ontario. Dispenses funds to, and generally supervises, these services. Operates a training program for operators and is responsible for central examination of graduates of the Ambulance & Emergency Care program in community colleges. Provides Ontario Health Insurance Plan approval and guidance regarding air transfer.

HEALTH COMMUNITY HEALTH PROTECTION BR - 309

and coordinates air ambulance transfers. Operates the Ontario Ambulance Services Information System (OASIS). The branch does not accept requests for emergency ambulance service other than air transfers. Six Regional Coordinators perform decentralized planning & coordinating functions. If ambulance service is required, consult inside cover of local telephone book or dial '0' for operator.

HEALTH AUDIT SERVICES BR

416-965-4338

HEALTH, AUDIT SERVICES BR is responsible for the ministry's audit function. For a description of the function, see first entry under audit.

HEALTH CHILDREN'S MENTAL HEALTH SERVICES

416-965-8067

HEALTH, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and adolescents who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. The branch also funds several out-patient clinics in general hospitals, and two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

HEALTH CLINIC SERVICES BR

416-965-2528

HEALTH, CLINIC SERVICES BR Chest Disease Service (965-2301) provides diagnostic services and ambulatory treatment for tuberculosis and other respiratory diseases through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

HEALTH COMMUNICATIONS BR

416-965-5167

HEALTH, COMMUNICATIONS BR provides information services health education materials and health education programs for the Ministry of Health. For a description of activities, see first entry under information service.

HEALTH COMMUNITY HEALTH PROTECTION BR

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and

institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH PROTECTION BR FOOD 416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL Service are the responsibility of the Veterinary Public Health Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH PROTECTION BR INSPECTION 416-965-4164

HEALTH, COMMUNITY HEALTH PROTECTION BR, INSPECTION Services provides consultants to municipalities to advise on local health inspection matters. Information available from the branch on location of nearest public health agency, or contact regional offices. See also other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH PROTECTION BR NOPHS 416-965-1170

HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct public health services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides public health inspection service to industrial camps in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH PROTECTION BR VD 416-965-4058

HEALTH, COMMUNITY HEALTH PROTECTION BR, VD (venereal disease) clinics for the diagnosis and treatment of VD are located throughout the province. Provides advice to physicians re management of VD cases and educates public on all aspects of venereal disease. Contact local Public Health unit. In Metro Toronto call any time Tel. 965-3333. Grants are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH PROTECTION BR VETERINARY 416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis, brucellosis, etc. The Veterinary Consultants advise Public

HEALTH DATA DEVELOPMENT AND EVALUATION BR - 311

Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

EALTH COMMUNITY HEALTH PROTECTION COMMUNICABLE 416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

EALTH COMMUNITY HEALTH SERVICES AREA PLANNING 416-965-8059

HEALTH, COMMUNITY HEALTH SERVICES AREA PLANNING Coordinators. The five Area Planning Coordinators promote the establishment of local health planning bodies (District Health Councils), and foster health planning and coordination activities throughout their areas. Act as prime Ministry contact for health planning and coordination.

EALTH CONSULTING SERVICES BR

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

EALTH COUNCILS

Health Councils, see District Health Councils

EALTH DATA DEVELOPMENT AND EVALUATION BR

416-965-8163

HEALTH, DATA DEVELOPMENT AND EVALUATION BR is responsible to all levels of the health care sector engaged in the planning

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and evaluation process for the identification, interpretation and provision of health and socio-economic information in areas such as health care utilization, monitoring of health care payment systems, regional distribution of health care services, and health care statistics related to hospitals and other medical and health care institutions.

HEALTH DISCIPLINES ACT

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

HEALTH DRUGS & THERAPEUTICS BR

416-965-6686

HEALTH, DRUGS & THERAPEUTICS BR establishes and maintains quality and cost control standards for drugs. This includes evaluation and assessment of all drugs on the basis of safety, quality and therapeutic efficacy. Analytical testing is carried out as part of this assurance activity. The Branch provides professional advisory services to the Ministry, government agencies and institutions, professional groups, the pharmaceutical industry and the public on pharmaceutical services, pharmacology and therapeutics. Publishes and distributes the Ontario Drug Benefit Formulary and the PARCOST Comparative Drug Index that lists drugs assessed for quality and therapeutic value. When prescribed by a doctor or a dentist, drugs listed in the Formulary are obtained free of charge by Ontario Drug Benefit recipients. Also establishes standards of quality & cost for drugs & pharmaceutical service in hospitals, nursing homes, government institutions and Homes for the Aged.

HEALTH ENROLMENT BRANCH

416-482-1111

HEALTH, ENROLMENT BRANCH enrolls all persons eligible for the Ontario Health Insurance Plan (OHIP); maintains records and answers all questions regarding enrolment and insured status. Immigrants receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to : OHIP Premium assistance

based on taxable income and OHIP premium assistance based on age. Senior citizens 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Also provides service to employers in administration of their insured groups. Contact district offices.

HEALTH FINANCE AND ACCOUNTING BR 416-965-5053

HEALTH, FINANCE AND ACCOUNTING BR provides financial information to management; establishes the Ministry's accounting policies and manages its payment systems. The latter encompass payments to hospitals and related facilities, payments for suppliers' goods and services, salaries, and payments under special programs such as Homes for Special Care and Extended Health Care programs (965-1505) as well as the Ontario Drug Benefit Program (965-9337). For a description of accounting function, see first entry under accounting.

HEALTH FISCAL RESOURCES BR 416-965-5415

HEALTH, FISCAL RESOURCES BR coordinates preparation of the Ministry's multi-year plan, estimates and other financial reports; coordinates budgetary control effort and provides financial consulting services to assist Ministry program managers. Coordinates management-by-results for ministry. The branch is also responsible for the ministry's financial management functions (965-8025); e.g., approval of budgets, settlements, consideration of appeals and requests, cash flow arrangements and financial consulting services to program managers in respect to those health facilities for which they have responsibility. The health facilities include public and private hospitals, private psychiatric hospitals, children's treatment centres, nursing homes, home care programs and public health units.

HEALTH HEALTH BOARDS SECRETARIAT 416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

HEALTH HEALTH PROMOTION BR DENTAL 416-965-5036
HEALTH, HEALTH PROMOTION BR DENTAL Consultants provide consultation to health agencies in Ontario on preventive dental care and dental health (Contact local Public Health agency). Provide grants to dentists in underserviced areas. Deal with all Ministry policy about dental care. See also other sections in Health Health Promotion Br described separately.

HEALTH HEALTH PROMOTION BR HEALTH EDUCATION 416-965-4334
HEALTH, HEALTH PROMOTION BR HEALTH EDUCATION Consultants provide information on programs in accidents prevention, smoking and health, physical fitness. See also other sections in Health Health Promotion Br described separately.

HEALTH HEALTH PROMOTION BR MATERNAL & CHILD 416-965-8176
HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH Consultants promote community health programs related to prenatal and postnatal care and education, infant and preschool health, health of children at school, family life education and family planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

HEALTH HEALTH PROMOTION BR NUTRITION 416-965-5884
HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

HEALTH HEALTH PROMOTION BR PUBLIC HEALTH NURSING 416-965-4441
HEALTH, HEALTH PROMOTION BR PUBLIC HEALTH NURSING Consultants provide consultation to health agencies in all areas of public health nursing services. Provides information on public health nursing job opportunities and licensing to practise public health nursing. See also other sections in Health Health Promotion Br described separately.

HEALTH HEALTH PROMOTION BR THE ELDERLY 416-965-8177
HEALTH, HEALTH PROMOTION BR THE ELDERLY. Consultant for the elderly advises health agencies on preventive health care for the older adult or senior citizens in the community. See also other sections in Health Health Promotion Br described separately.

HEALTH HOMES FOR SPECIAL CARE PROGRAM 416-965-5081
HEALTH, HOMES FOR SPECIAL CARE PROGRAM, Psychiatric Hospital Branch, licenses and inspects Homes for Special Care which provide nursing home and residential home care for former

patients of Ontario psychiatric hospitals and mental retardation centres. Contact local psychiatric hospital.

HEALTH HUMAN RESOURCES BR

416-965-5077

HEALTH, HUMAN RESOURCES BR performs the personnel functions for the Ministry of Health. For a description of branch activities, see first entry under personnel. The Branch is also a resource to the general health sector in labour relations, compensation and management development.

HEALTH INSPECTION BR LABORATORY

416-965-4063

HEALTH, INSPECTION BR LABORATORY LICENSING Service ensures the development and maintenance of high standards of medical laboratory services in Ontario and to encourage most economical use of available resources through a licensing and inspection program. Private and hospital laboratories are inspected annually, or as necessary, and facts on all aspects of laboratory operation are gathered. Also issues licences to specimen collection centres (bleeding stations).

HEALTH INSPECTION BR NURSING HOME

416-965-5081

HEALTH, INSPECTION BR NURSING HOME INSPECTION Services licenses, inspects and investigates complaints about nursing homes. Inspection involves quality and quantity of nursing and personal care provided; adequacy of fire and general safety equipment; sanitation. Approves construction plans for new homes. Most residents of nursing homes are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to Homes for Special Care and nursing homes which can better meet their treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br, 965-5167. For nursing home licensing, inspection and complaints, contact head office or regional offices (in Toronto, 965-4690). For approval for development of new nursing home beds, contact Institutional Division, 965-8079.

HEALTH INSPECTION BR X-RAY

416-965-4061

HEALTH, INSPECTION BR X-RAY INSPECTION Service administers the regulation respecting X-Ray safety by registering owners of equipment designed to produce X-Rays, approving plans for permanent locations and making safety inspections of such. Provisions of the regulation also apply to the healing arts as well as certain areas in industry and research. Acts as information or referral agency for questions about the use of radioactive material.

HEALTH INSTITUTIONAL OPERATIONS BR

416-965-8161

HEALTH, INSTITUTIONAL OPERATIONS BR develops and evaluates guidelines for the effective and efficient operation of hospitals and other health care institutions in order to equitably distribute finite amount of operating funds available for such institutions. Also provides consultative and advisory services when necessary.

HEALTH INSTITUTIONAL PLANNING BR

416-965-8015

HEALTH, INSTITUTIONAL PLANNING BR reviews and approves plans for construction and renovation of hospitals. Administers capital financial assistance of approved projects and conducts research on development of efficient and economical facilities. For information on hospital statistics, contact Health Data Development and Evaluation Branch Tel. 965-8163.

HEALTH INSURANCE

Health Insurance, see Ontario Health Insurance Plan

HEALTH INSURANCE CLAIMS BR

416-965-5700

HEALTH, INSURANCE CLAIMS BR processes claims under the Ontario Health Insurance Plan (OHIP). Answers general questions about enrolment in OHIP, premium payments, claims payments and Extended Health Care benefits. Contact district offices.

HEALTH LABORATORY SERVICES BR

416-248-3196

HEALTH, LABORATORY SERVICES BR has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of disease. The Laboratory Service Branch serves doctors, hospitals, other ministries, and analyzes drinking water for the general public. For drinking water specimen mailing kits call 248-3171.

HEALTH LEGAL BR

416-965-2477

HEALTH, LEGAL BR provides legal services for the Ministry of Health. For a description of branch activities, see first entry under legal services.

HEALTH MANPOWER PLANNING

416-965-5021

HEALTH, MANPOWER PLANNING Section under the Office of the Deputy Minister, Community Health Services, assembles and provides information on supply and requirements for health manpower (physicians, nurses, allied health professionals, etc.) and prepares policy studies for Ministry review. The section serves the Ministries of Health, Colleges & Universities, and the Ontario Council of Health.

HEALTH ONTARIO CANCER TREATMENT

416-423-4240

HEALTH, ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION

conducts regional treatment centres where treatment of cancer by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). Rehabilitation services are also provided for patients needing speech therapy or prosthetic devices. Grants are awarded for cancer research, and medical graduates are encouraged to work on cancer treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

HEALTH ONTARIO COUNCIL OF HEALTH 416-965-5031
HEALTH, ONTARIO COUNCIL OF HEALTH advises the Minister of Health on all health care matters and makes recommendations about other studies not done by the Ontario Council of Health.

HEALTH ONTARIO DRUG BENEFIT PROGRAM 416-965-9337
HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older) who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal Old Age Security (OAS) pensioners automatically get this card, but those over 65 who are not OAS pensioners must apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

HEALTH ONTARIO MENTAL HEALTH FOUNDATION 416-920-7721
HEALTH, ONTARIO MENTAL HEALTH FOUNDATION provides grants for mental health research. The Ontario Mental Health Foundation supports specific projects, also predoctoral and postdoctoral students and postgraduate independent research.

HEALTH PERSONAL HEALTH DIV 416-965-8070
HEALTH, PERSONAL HEALTH DIV is responsible for the development of an efficient system for the provision of personal health care services, (that is, services done to and for individuals who request or require health services provided by health practitioners). For description of the two branches in this division see Health, Program Development

Br and Health, Consulting Services Br.

HEALTH PROFESSIONAL SERVICES MONITORING BR 416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to the OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

HEALTH PROGRAM DEVELOPMENT BR 416-965-8070

HEALTH, PROGRAM DEVELOPMENT BR is a team of highly qualified individuals who examine and assess present personal health care systems, programs and services, and advise the ministry on this aspect. The branch will lead specialist teams that will develop and implement projects for innovation in this field. Project Development Officers specialize in areas as general, medical, psychological, allied health and field coordination. Project & Research Analysts undertake technical research. See also Health, Personal Health Div and Health Consulting Services Br.

HEALTH PSYCHIATRIC HOSPITALS BR 416-965-6234

HEALTH, PSYCHIATRIC HOSPITALS BR is responsible for administering Provincial Psychiatric Hospitals. Contact local psychiatric hospital.

HEALTH RESEARCH

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries. For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br, Min. of Health, 15 Overlea Blvd.,

Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; to support community programs teaching primary ambulatory care to health professionals on a team-care approach; to encourage physicians (965-1170) and dentists (965-5036) to set up practices in underserviced areas; and to attract individuals to priority health training programs. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery funds for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

HEALTH STRATEGIC PLANNING & RESEARCH BR 416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; to support community programs teaching primary ambulatory care to health professionals on a team-care approach; to encourage physicians (965-1170) and dentists (965-5036) to set up practices in underserviced areas; and to attract individuals to priority health training programs. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery funds for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

HEALTH SUPPLY AND SERVICES BR 416-965-5051

HEALTH, SUPPLY AND SERVICES BR provides administrative services for the ministry and liaises in related activities with other ministries. Four areas of responsibility are: Supply Area (Tel. 965-3550) handles provision of goods and services such as central stationery & publications stores,

government pharmacy warehouse, purchasing, transport service & assets management. Common Service Area (965-2850) provides microrecording service including health insurance microfilms central files, library service, mail & messenger service, printing & photocopying, etc. Accommodation Area (965-2431) facilitates accommodation requirements. Special Services Area (965-5052) provides support services such as motor vehicle & liability insurance, motor vehicle accident reports, issuance of motor vehicle licences, parking licence and ID Cards, and quotation opening.

HEALTH SYSTEMS MANAGEMENT & COORDINATION BR

416-965-8019

HEALTH, SYSTEMS MANAGEMENT & COORDINATION BR advises the Ministry and related agencies on all aspects of automatic data processing services; assists in acquiring related services of central agencies in government or procuring management consulting and systems development services elsewhere. Provides keypunching and data control services for the Ministry. Identifies opportunities for systems improvement, and coordinates the definition, development and implementation of an Information System considering security and confidentiality safeguards. Organizes and sets standards for a health data base. Develops policy and control of computer applications in hospitals. Has coordinators for particular systems e.g. hospital systems, public health, medical insurance, drug benefit, etc.

HEATING CONTRACTORS

Heating contractors licence, see CCR ENERGY SAFETY BR

HERBICIDES

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-240

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides and herbicides. Issues licences for use and sale of pesticides. Has publications on, and answers inquiries about, control of household pest insects, etc. Contact regional office.

HERITAGE

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies, through statutory control, important non-current records, and from other sources, through donation or purchase, any important manuscripts, maps, pictures, photographs, early newspapers, etc. dealing with Ontario history. Operates a public reading room for those doing historical, administrative, legal or other research. The Archives welcomes information on the location of historical material. The Archives of Ontario also advises and assists ministries and agencies in the economic and efficient management of records, forms, microrecording, correspondence, reports. Coordinates Records Management training courses. Contact 965-2187.

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

416-965-7635

CULT & REC HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides support for Ontario Heritage Foundation grants or loans to encourage renovation and restoration of buildings of historical importance or architectural value. Helpful advice on preservation is offered to organizations and individuals, including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

416-965-4021

CULT & REC, HERITAGE ADMIN BR, HISTORICAL Section provides technical support for the Ontario Heritage Foundation in preserving historical buildings and in erecting commemorative plaques of province-wide importance. Gives grants to aid in erecting local plaques and to publish the history of places in Ontario. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Architectural for other activities of this branch.

416-965-4021

CULT & REC, HERITAGE ADMIN BR, MUSEUMS Assistance Program gives advisory and financial help to museums owned and maintained by municipalities, Indian Band Councils and conservation authorities. See also Cult & Rec: Heritage Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

416-965-5727

CULT & REC, HERITAGE TRUST BR supports the acquisition by the Ontario Heritage Foundation through donation or purchase, of buildings of historic or architectural value, parkland of scenic, recreational or archaeological interest, items of archaeological importance and works of art. Following acquisition, arrangements are made for architectural conservation or restoration where necessary, as well as for custody, use or display.

416-965-4490

CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research on history and information on archaeology that is necessary in the planning and development of Ontario government programs. Provides the Ontario Heritage Foundation with professional archaeological assistance. Answers inquiries about archaeological licences.

416-965-5727

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Ministry of Culture & Recreation on issuing licences for archaeology and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture

Recreation field offices.

HIGHWAY CARRIER LICENSING

Highway Carrier Licensing, see Tr & Comm, Highway Carrier Licensing Office.

HIGHWAY TRANSPORT

Highway Transport, see Tr & Comm Ont Highway Transport Board

HIGHWAYS

Highways, see also Roads

416-965-5444

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes collisions of vehicles to determine how to make highways safer.

416-248-3661

TR & COMM, DESIGN & CONSTRUCTION BR develops policy to administer provincial roads and highways construction program. Reviews, updates and develops new design policies, procedures, specifications, standards and technology for use by the regional designers, and monitors and analyzes their application. Supplies special engineering design services and detailed design of electrical facilities for ministry projects. Reviews contract documents, prepares them for advertising; processes contract awards and monitors contract payments. Monitors regional offices to ensure that policies and procedures for administering construction contracts are met.

416-248-3580

TR & COMM, ENGINEERING MATERIALS OFFICE, Materials & Laboratory Services Section (248-3684) provides laboratory testing, technical evaluation and approval services related to soils, aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of highways and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out and records foundation investigations for structures. Hydrology Section (248-3723) provides a specialized engineering service in all hydrologic and hydraulic matters concerning the planning, design, construction and maintenance of provincial highways and structures. Pavement Design and Management Section (248-3255) provides pavement design guidelines and assesses the field performance of aggregates used in pavements and structures.

416-248-3381

TR & COMM, EXTERNAL RELATIONS DIVISION provides legal services for the ministry through the Office of Legal Services (248-3617). The Division Support & Claims Branch (248-3127) handles insurance claims against the Crown for injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles; processes claims for personal injury involving government employees where a third party is involved and the employee has accepted Workmen's Compensation.

416-248-3665

TR & COMM, MAINTENANCE BR develops and implements standards, policies and procedures for maintenance of roads and highways, including landscape, structures and electrical devices on highway rights-of-way. Monitors maintenance operations to ensure compliance with standards. Prepares an controls annual maintenance budget, including day labour construction. Prepares landscape design. Prepares policy and administers permits for signs and buildings on highway rights-of-way. Manages fleet of vehicles and equipment for the Ministry, and guides garage personnel on fleet management.

416-248-3781

TR & COMM, MAINTENANCE BR, TRAFFIC ENGINEERING Office develops and implements policies, standards and procedures for traffic control devices such as signs in highways, signals, illumination, speed zoning, etc. Develops improvements in traffic control techniques and devices and assists in municipal traffic studies and improvements. Provides traffic data collection service for other branches of the ministry. Conducts Freeway Surveillance Program. Contact regional of district offices.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation

assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials, and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & Comm regional or district offices.

416-248-3492

TR & COMM, STRUCTURAL OFFICE, Highway Engineering Div designs bridges and retaining walls on highways and prepares plans and contract documents for their construction. Reviews proposed designs of municipal bridges and culverts and inspects them to determine safe loads, maintenance needs and structure life. Recommends enactment of municipal load limit bylaws. Generates and maintains structural standards, structural manuals and handbooks and design aids.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Acoustics Research Program studies noise from highways and other transportation to: reduce excessive noise, understand its effects and develop standards for control. Develops noise barriers; studies noise of pavement surfaces and traffic noise, and assesses impact of trains.

416-248-3488

TR & COMM, SYSTEMS RESEARCH DEVELOPMENT BR, through the Highway Wayside Equipment Research Program develops traffic barriers to protect maintenance personnel on highways from hazard of impacting vehicles. Develops illumination design systems including advance fog warning systems, guide rails and barriers. Monitors highway lighting performance, and develops means of saving energy in city street lighting.

HISTORIC SITES

Historic Sites, see also Old Fort William, also Conservation Review Board.

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry of Culture and Recreation operates and maintains historic sites at Midland (Sainte Marie Among the Hurons) and Penetang (Historic, Naval and Military establishments). Ste. Marie Among the Hurons has been reconstructed on its original site and is open to the public as an historical exhibit. The Naval and Military Establishments have been restored and partially reconstructed, and are open to the public as an historical attraction. Both parks are maintained and operated to promote an appreciation of the Indian, French and British themes in the history of the Huronia area through public visitation. Both sites have interpretive and demonstration programs and are staffed by interpretive and maintenance staff. Contact Huronia Historical Parks, Midland, Ontario (Tel. 705 526-7838).

416-356-2241

NAT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 35 mile system of parks along the Niagara River including recreation areas, scenic attractions, historic sites. The Niagara Parks Commission also runs a School of Horticulture.

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintain and operates parks, campgrounds and historic sites in the St Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

HISTORY

History, see also Cult & Rec Royal Ontario Museum

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies, through statutory control, important

non-current records, and from other sources, through donation or purchase, any important manuscripts, maps, pictures, photographs, early newspapers, etc. dealing with Ontario history. Operates a public reading room for those doing historical, administrative, legal or other research. The Archives welcomes information on the location of historical material. The Archives of Ontario also advises and assists ministries and agencies in the economic and efficient management of records, forms, microrecording, correspondence, reports. Coordinates Records Management training courses. Contact 965-2187.

416-965-4021

CULT & REC, HERITAGE ADMIN BR, HISTORICAL Section provides technical support for the Ontario Heritage Foundation in preserving historical buildings and in erecting commemorative plaques of province-wide importance. Gives grants to aid in erecting local plaques and to publish the history of places in Ontario. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Architectural for other activities of this branch.

416-965-4490

CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research on history and information on archaeology that is necessary in the planning and development of Ontario government programs. Provides the Ontario Heritage Foundation with professional archaeological assistance. Answers inquiries about archaeological licences.

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry of Culture and Recreation operates and maintains historic sites at Midland (Sainte Marie Among the Hurons) and Penetang (Historic, Naval and Military establishments). Ste. Marie Among the Hurons has been reconstructed on its original site and is open to the public as an historical exhibit. The Naval and Military Establishments have been restored and partially reconstructed, and are open to the public as an historical attraction. Both parks are maintained and operated to promote an appreciation of the Indian, French and British themes in the history of the Huronia area through public visitation. Both sites have interpretive and demonstration programs and are staffed by interpretive and maintenance staff. Contact Huronia Historical Parks, Midland, Ontario (Tel. 705 526-7838).

416-965-6621

CULT & REC, MULTICULTURAL DEVELOPMENT BR aims to improve the quality of the social environment in Ontario by facilitating

community participation in: multicultural development processes through the encouragement of an appreciation and understanding of specific cultures in our multicultural society; the encouragement of information sharing through intercultural workshops; the promotion within institutions of an awareness and sensitivity to cultural differences; and community development processes through the facilitation of citizen involvement in local decision-making processes. Professional staff provide consultative services, publish handbooks and directories. Multicultural development and community participation grants are available. Contact field offices or main office. The branch assists in the Multicultural History Project (965-0212) sponsored by the Ministry and funded by Wintario. The Project will collect and preserve material about Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

416-965-5727

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing licences for archaeology and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

416-487-6142

CULT & REC, ONTARIO HISTORICAL STUDIES SERIES Project produces comprehensive, scholarly and readable books on the historic development of Ontario. The series is divided into six parts: Bibliography of Ontario History; Biographies of major Premiers; Historical Atlas; Theme studies on aspects of Ontario's economic, social, political and cultural development; General history; and Oral history featuring interviews with people who have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture and Recreation. Contact Ontario Historical Studies Series at Telephone 416 487-6142.

416-965-2314

TE & IA, LIBRARY SERVICES BR has reference materials for use by the Ministry and its agencies, and to a lesser extent, by other provincial and federal ministries. The Library has three indices which may be of interest to municipalities and

the public: an index to the Private Acts of Ontario since 1867; an index and History of Incorporation for Ontario Municipalities since 1792; an index to unincorporated places in Ontario. Questions on annexations, amalgamations, dissolutions of municipalities, e.g. to which county or district certain townships, villages, towns and cities belong, can be answered by this branch.

HOISTING PLANTS

416-965-4188

CCR, OPERATING ENGINEERS BR promotes the safe operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

HOLIDAYS

Holidays, see Labour Employment Standards Br, also Sol Gen Retail Business Holidays Act.

HOME CARE

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

HOME ECONOMICS

AG & FOOD, COLLEGES OF AGRICULTURE. Colleges of Agricultural Technology offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, agricultural business management, among others. They also conduct agricultural research for the ministry. Contact colleges for further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in

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Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-1421

AG & FOOD, HOME ECONOMICS BR provides training in home economics; discovers, stimulates and develops local leaders; provides educational programs for Federated Women's Institutes of Ontario and other rural organizations.

HOME OWNERSHIP MADE EASY

416-965-9838

HOUSING, LAND MARKETING & SURVEYS BR, AHOP-HOME. Ontario's Home Ownership Made Easy (HOME) plan has been altered so it is now part of a joint federal-provincial program whereby provincial grants (of up to \$750 in the first year) may be given to purchasers of Assisted Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. The federal AHOP program is designed primarily to bring the effective mortgage rate down to 8% during the first year of occupancy through a loan for buyers of newly-built homes within specific price ranges which vary across Ontario. AHOP also provides a subsidy (up to \$750 the first year) so buyers do not spend more than 25% of income on mortgage & municipal tax payments. Administration of AHOP-HOME is handled by the federal government's Central Mortgage & Housing Corporation (CMHC), whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

416-965-9728

HOUSING, TECHNICAL SERVICES DIV coordinates architectural, engineering and appraisal services to the Housing Production Division of Ontario Housing Corporation. Its Research & Development Section (965-9108) carries out special studies of building materials in use, energy conservation measures, etc. The Complaints Section (965-9866) looks after complaints from buyers of Home Ownership Made Easy (HOME) houses. There are complaints offices in Malvern, Ottawa, Hamilton and London. The Chief Architect's and Chief Engineer's branch functions are described individually in this index. See Housing, Technical Services Div, branch name.

HOME RENEWAL

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (A). This branch administers provincial and federal-provincial programs designed to upgrade existing housing, and to help generate programs that will improve the total environment of these homes. The

federal-provincial Neighbourhood Improvement Program (NIP) offers grant and loan assistance to municipalities to upgrade older residential neighbourhoods. Areas designated under the NIP are also eligible for funds under the federal Residential Rehabilitation Assistance Program (RRAP) to upgrade individual properties to minimum standards. The provincial Ontario Home Renewal Program (OHRP) provides per-capita grants to municipalities to administer directly as loans to owner-occupants whose adjusted annual family income is under \$12,500. An experimental OHRP Rental Program helps landlords upgrade premises rented to low and moderate income families. In unorganized territories OHRP is administered through provincial northern affairs officers. See also Housing, Community Renewal Br (B).

HOMEMAKERS

Homemakers, see Comm Soc Municipal Welfare Consulting Br.

HOMES FOR SPECIAL CARE

416-965-5081

HEALTH, HOMES FOR SPECIAL CARE PROGRAM, Psychiatric Hospitals Branch, licenses and inspects Homes for Special Care which provide nursing home and residential home care for former patients of Ontario psychiatric hospitals and mental retardation centres. Contact local psychiatric hospital.

416-965-5081

HEALTH, INSPECTION BR NURSING HOME INSPECTION Services licenses, inspects and investigates complaints about nursing homes. Inspection involves quality and quantity of nursing and personal care provided; adequacy of fire and general safety equipment; sanitation. Approves construction plans for new homes. Most residents of nursing homes are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to Homes for Special Care and nursing homes which can better meet their treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br, 965-5167. For nursing home licensing, inspection and complaints, contact head office or regional offices (in Toronto, 965-4690). For approval for development of new nursing home beds, contact Institutional Division, 965-8079.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older)

who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal Old Age Security (OAS) pensioners automatically get this card, but those over 65 who are not OAS pensioners must apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

HOMES FOR THE AGED

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private groups, develops policy on and subsidizes local residential care, extended health care, Homes for the Aged and social services for senior citizens. Assists in community outreach programs e.g. meals-on-wheels, day care, vacation care. Other programs include: operating grants for Elderly Persons Centres and senior volunteers. Helps people in retirement planning. Conducts Long-Term Study on Aging (LSA) (phone 965-5103). Provides grants for aging research and facilities, including the J. W. Crane Memorial Library of Geriatrics and Gerontology, phone 367-8867. Contact district office.

HOMES WARRANTY

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. Under the Ontario New Homes Warranty Act which came into effect Dec. 31, 1976, all builders of homes and condominiums must be registered with the HUDAC New Home Warranty Program, a non-profit corporation sponsored by the Housing and Urban Development Association of Canada (Ontario council). The self-financing program provides a warranty that new and previously unoccupied homes and condominiums sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from new home and condominium buyers. Both builders and buyers can appeal Corporation decisions with the Commercial Registration and Appeal Tribunal.

HOMICIDES

416-965-1554

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies & biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and sudden death investigations.

HONEY

Honey, see Farm Products

HORSE

Horse, see also Livestock

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

416-965-0520

CCR, ONTARIO RACING COMMISSION (ORC) promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

HORTICULTURAL

Horticultural, see also Horticulture

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays.

Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Canadian Plowing Council.

416-562-4141

AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticulture research to increase production and develop new varieties of fruits, vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-965-1081

AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household & urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

416-965-6741

GOVT SERV, PROPERTY MANAGEMENT BR provides maintenance services to Government-owned and leased premises, including repairs, housekeeping, horticultural services, moving and bulk parking allocation, elevator maintenance and safety. It is also responsible for the reservation and use of committee rooms in the Macdonald Block (Phone: 965-1109).

HORTICULTURE

Horticulture, see also Horticultural

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-356-2241

NAT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 35 mile system of parks along the Niagara River including recreation areas, scenic attractions, historic sites. The Niagara Parks Commission also runs a School of

Horticulture.

OSPITALITY FUND

416-965-1215

GOVT SERV, PROTOCOL SERVICES Protocol Section answers inquiries from other branches, agencies and the public about protocol procedures and social etiquette. Arranges official Ontario ceremonies, conferences and special events. A government hospitality fund provides resources to host hospitality functions (e.g. luncheons, coffee receptions) where the government officially welcomes visitors from outside Ontario who attend national or international events. Request for assistance should be in writing to: The Minister of Government Services, Queen's Park, Toronto. See also Govt Serv Protocol Services Recording Office, also Scrolls Section.

OSPITALS

416-965-8163

HEALTH, DATA DEVELOPMENT AND EVALUATION BR is responsible to all levels of the health care sector engaged in the planning and evaluation process for the identification, interpretation and provision of health and socio-economic information in areas such as health care utilization, monitoring of health care payment systems, regional distribution of health care services, and health care statistics related to hospitals and other medical and health care institutions.

416-965-8161

HEALTH, INSTITUTIONAL OPERATIONS BR develops and evaluates guidelines for the effective and efficient operation of hospitals and other health care institutions in order to equitably distribute finite amount of operating funds available for such institutions. Also provides consultative and advisory services when necessary.

416-965-8015

HEALTH, INSTITUTIONAL PLANNING BR reviews and approves plans for construction and renovation of hospitals. Administers capital financial assistance of approved projects and conducts research on development of efficient and economical facilities. For information on hospital statistics, contact Health Data Development and Evaluation Branch Tel. 965-8163.

416-965-6234

HEALTH, PSYCHIATRIC HOSPITALS BR is responsible for administering Provincial Psychiatric Hospitals. Contact local psychiatric hospital.

416-965-8019

HEALTH, SYSTEMS MANAGEMENT & COORDINATION BR advises the Ministry and related agencies on all aspects of automatic data processing services; assists in acquiring related services of central agencies in government or procuring management consulting and systems development services elsewhere. Provides keypunching and data control services for the Ministry. Identifies opportunities for systems improvement, and coordinates the definition, development and implementation of an Information System considering security and confidentiality safeguards. Organizes and sets standards for a health data base. Develops policy and control of computer applications in hospitals. Has coordinators for particular systems e.g. hospital systems, public health, medical insurance, drug benefit, etc.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g.: sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

HOUSING

Housing, Ministry of, see HOUSING Branch Name. See also Ag

Food Agricultural Manpower Services Br, also HUDAC New Home Warranty Program.

HOUSING AUDIT OPERATIONS BR

416-965-9898

HOUSING, AUDIT OPERATIONS BR is responsible for the ministry's audit function. For a description of the function see first entry under audit.

HOUSING AUTHORITIES

416-965-9733

HOUSING, OHC, HOUSING OPERATIONS BR (Ontario) provides direction to 46 Housing Authorities and 20 Direct Management Operations in all matters relating to Ontario Housing Corporation's (OHC's) rent/geared-to-income program. Low income housing, as the program has come to be known, is available in all major cities and most towns throughout Ontario. Applications are made to the local housing manager. In Metro Toronto, the Housing Operations Branch (Metro), tel. 965-9434, is responsible for the same activity.

416-965-9810

HOUSING, OHC, SPECIAL COMMITTEE on Public Housing Management was set up to plan and implement the method of managing public housing through local Housing Authorities. Other projects of a specialized nature related to housing management policy, programs and procedures within the Ministry of Housing are also assigned to this branch.

HOUSING COMMUNICATIONS BR

416-965-9780

HOUSING, COMMUNICATIONS BR serves as the information service for the Ministry of Housing, including such components as Ontario Housing Corporation (OHC), Ontario Mortgage Corporation (OMC) and the North Pickering Development Corporation.

HOUSING COMMUNITY HOUSING DIVISION A

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides federal-provincial operating subsidies to municipalities wishing to construct new housing for low income groups. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A

sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

HOUSING COMMUNITY HOUSING DIVISION B 416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlords offer up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays rent-geared-to-income, OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlords design, construct, own and operate the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays rent-geared-to-income. Tenant applicants in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

HOUSING COMMUNITY LAND DEVELOPMENT BR 416-965-0250

HOUSING, COMMUNITY LAND DEVELOPMENT BR develops and services land for the Ministry. Provides on a fee basis when requested, development services for municipalities. Administers the Municipal Land Development Program which provides information and assistance to municipalities in assembly and servicing of land. The branch is also responsible for monitoring the interim management of land owned by Ontario Housing Corporation which is undertaken by the Ministry of Government Services.

HOUSING COMMUNITY PLANNING ADVISORY BR 416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which will provide financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants.

OUSING COMMUNITY RENEWAL BR B**416-965-2826**

HOUSING, COMMUNITY RENEWAL BR (B). This branch administers provincial programs designed to improve downtown or business districts. Section 361 of the Municipal Act permits concerned businessmen to establish improvement areas and raise funds to improve and beautify municipally owned lands, buildings and structures in the area. The Ontario Downtown Revitalization Program helps municipalities with a maximum population of 125,000 to receive public investment for 'seeding' projects to restore confidence in a community's core area. Subject to availability funds are provided by the province in the form of partially recoverable loans up to a maximum two-thirds of the approved cost of the project. See also Housing, Community Renewal Br (A).

OUSING COMMUNITY RENEWAL BRANCH A**416-965-2826**

HOUSING, COMMUNITY RENEWAL BR (A). This branch administers provincial and federal-provincial programs designed to upgrade existing housing, and to help generate programs that will improve the total environment of these homes. The federal-provincial Neighbourhood Improvement Program (NIP) offers grant and loan assistance to municipalities to upgrade older residential neighbourhoods. Areas designated under the NIP are also eligible for funds under the federal Residential Rehabilitation Assistance Program (RRAP) to upgrade individual properties to minimum standards. The provincial Ontario Home Renewal Program (OHRP) provides per-capita grants to municipalities to administer directly as loans to owner-occupants whose adjusted annual family income is under \$12,500. An experimental OHRP Rental Program helps landlords upgrade premises rented to low and moderate income families. In unorganized territories OHRP is administered through provincial northern affairs officers. See also Housing, Community Renewal Br (B).

OUSING CORPORATE SECRETARY**416-965-9798**

HOUSING, CORPORATE SECRETARY'S Office provides corporate secretarial services to Boards of Directors of all Crown Agencies of the Ministry (Ontario Housing Corporation, Ontario Student Housing Corporation, Ontario Mortgage Corporation and North Pickering Development Corporation). Is recipient of resolutions from municipalities requesting participation in various housing and related programs of the Ministry.

OUSING FINANCE BR**416-965-9762**

HOUSING, FINANCE BR supplies the ministry with financial management services. For a description of activities see first entries under financial management and accounting.

HOUSING LAND MARKETING & SURVEYS BR AHOP-HOME 416-965-9838
HOUSING, LAND MARKETING & SURVEYS BR, AHOP-HOME. Ontario's Home Ownership Made Easy (HOME) plan has been altered so it is now part of a joint federal-provincial program whereby provincial grants (of up to \$750 in the first year) may be given to purchasers of Assisted Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. The federal AHOP program is designed primarily to bring the effective mortgage rate down to 8% during the first year of occupancy through a loan for buyers of newly-built homes within specific price ranges which vary across Ontario. AHOP also provides a subsidy (up to \$750 the first year) so buyers do not spend more than 25% of income on mortgage & municipal tax payments. Administration of AHOP-HOME is handled by the federal government's Central Mortgage & Housing Corporation (CMHC), whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

HOUSING LAND MARKETING & SURVEYS BR LAND 416-965-9819
HOUSING, LAND MARETING & SURVEYS BR, Land Marketing Program. Land developed by the Ministry (or through federal-provincial partnerships) will be sold to builders for cash. Whenever possible 'no frill' modest housing, Assisted Home Ownership Program (AHOP) qualified, will be constructed and sold by builders who will be required to arrange their own financing through private lending institutions.

HOUSING LAND MARKETING & SURVEYS BR MARKETING 416-965-9834
HOUSING, LAND MARKETING & SURVEYS BR, Marketing Surveys. This branch carries out Municipal Housing Studies (MHS) for municipalities under 10,000 in population that wish to use the Ministry's services. A MHS, combining the old Need and Demand Survey (NDS) Municipal Housing Policy Statement, (MHPS) is a study of the total housing market of a municipality and is a prerequisite for all Provincial Assisted Housing Programs.

HOUSING LEGAL SERVICES BR 416-965-9849
HOUSING, LEGAL SERVICES BR provides legal services for all branches of the Ministry of Housing including the Ontario Housing Corporation and the Ontario Mortgage Corporation. For a description of activities see first entry under Legal Services.

HOUSING LOCAL PLANNING POLICY BR 416-965-5890
HOUSING, LOCAL PLANNING POLICY BR researches and develops policy and recommends planning standards to apply at the local government level (municipalities), consistent with

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provincial objectives.

HOUSING MANAGEMENT PLANNING & EVALUATION BR 416-965-7025

HOUSING, MANAGEMENT PLANNING & EVALUATION BR, working with the Policy & Program Development Secretariat, ensures that the ministry has a comprehensive planning and evaluation system so that its resources are efficiently utilized. The branch has a Surveys & Statistical Analysis Section (965-7025) and a Program Planning & Evaluation Section (965-9788). Coordinates development of the multi-year plan, estimates and management by results statements. Maintains and analyzes information to accurately reflect present and future environment of the ministry in order to allow development of appropriate programs. Liaises with other ministries to determine impact of their plans on those of this ministry. Works with the Secretariat in administering the Municipal Housing Policy Statements program.

HOUSING MANAGEMENT SYSTEMS BR 416-965-9905

HOUSING, MANAGEMENT SYSTEMS BR provides management consulting, systems development and data processing services to all parts of the Ministry of Housing. In the process works closely with other ministries and agencies of the provincial government.

HOUSING NORTH PICKERING 416-965-3031

HOUSING, NORTH PICKERING DEVELOPMENT CORPORATION is the Crown agency responsible for community planning and development of the new community at North Pickering. Contact: Communications Section 965-9168.

HOUSING NORTH PICKERING LAND ACQUISITION 416-294-9176

HOUSING, NORTH PICKERING LAND ACQUISITION and Management Br is responsible for acquiring and managing the Government-owned lands within the North Pickering planning area on an interim basis pending future development and serves former property owners in North Pickering as well as tenants leasing Government-owned property.

HOUSING OFFICIAL PLANS BR 416-965-1497

HOUSING, OFFICIAL PLANS BR processes and recommends for approval by the Minister of Housing all official plans and official plan amendments submitted by municipalities. Answers inquiries from municipalities and the public on land use planning matters.

HOUSING OHC COMMUNITY RELATIONS BR 416-965-9724

HOUSING, OHC, COMMUNITY RELATIONS BR acts as a resource to community relations workers in the field to assist with social problems, as well as recreation for families and

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senior citizens in Ontario Housing Corporation (OHC) accommodation. Also works to help residents integrate into the community.

HOUSING OHC HOUSING OPERATIONS BR 416-965-9733

HOUSING, OHC, HOUSING OPERATIONS BR (Ontario) provides direction to 46 Housing Authorities and 20 Direct Management Operations in all matters relating to Ontario Housing Corporation's (OHC's) rent-geared-to-income program. Low income housing, as the program has come to be known, is available in all major cities and most towns throughout Ontario. Applications are made to the local housing manager. In Metro Toronto, the Housing Operations Branch (Metro), tel. 965-9434, is responsible for the same activity.

HOUSING OHC MAINTENANCE ENGINEERING 416-965-9098

HOUSING, OHC, MAINTENANCE ENGINEERING Br is responsible for the design and construction for modernization and improvement, and to advise on maintenance matters for Ontario Housing Corporation (OHC) rent-geared-to-income buildings.

HOUSING OHC SPECIAL COMMITTEE 416-965-9810

HOUSING, OHC, SPECIAL COMMITTEE on Public Housing Management was set up to plan and implement the method of managing public housing through local Housing Authorities. Other projects of a specialized nature related to housing management policy, programs and procedures within the Ministry of Housing are also assigned to this branch.

HOUSING OHC TENANT PLACEMENT 416-965-9868

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. Applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (tel. 965-9915). Applicants must have 12 months residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides accommodation for families but will consider senior citizens and persons with permanent disability. Housing is offered to families in greatest need when vacancies occur.

HOUSING ONTARIO HOUSING ACTION PROGRAM 416-965-3173

HOUSING, ONTARIO HOUSING ACTION PROGRAM works with provincial ministries and agencies, regional and area municipalities and private industry to expedite production and stabilize costs of new housing, especially for lower and moderate income families. The Ontario Housing Action Program (OHAP) also provides financial assistance to municipalities: interest-free loans for major servicing, planning study grants and unconditional housing incentive grants.

HOUSING ONTARIO MORTGAGE CORPORATION

416-965-9135

HOUSING, ONTARIO MORTGAGE CORPORATION finances various ministry housing programs.

HOUSING OPERATIONS & DEVELOPMENT CONTROL BR

416-965-9560

HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning by-laws. Administers land severance applications for Northern Ontario. Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

HOUSING PERSONNEL BR

416-965-6649

HOUSING, PERSONNEL BR performs the personnel functions for the Ministry of Housing. For a description of functions see first entry under personnel.

HOUSING POLICY AND PROGRAM DEVELOPMENT

416-965-4611

HOUSING, POLICY AND PROGRAM DEVELOPMENT SECRETARIAT provides the ministry with policy development (965-4611), intergovernmental liaison (965-7867), surveys and statistical analysis (965-7025). The Secretariat is also responsible for program review and analysis. Administers the Municipal Housing Policy Statements program (MHPS) which provides grants and technical assistance to municipalities in developing statements of local housing policy.

HOUSING PROJECT PLANNING & EVALUATION

416-965-6504

HOUSING, PROJECT PLANNING & EVALUATION Branches prepare conceptual plans based on thorough physical, social, economic and financial analysis of the ministry land development projects. Present projects include Townsend in Haldimand-Norfolk, Malvern in Metro Toronto and Saltfleet near Hamilton. The branches coordinate activities of other provincial ministries, other levels of government and the private sector as they relate to these projects. The private sector, community groups and the public have ongoing regular access to the planning process. The branches are also responsible for the coordination of technical, municipal and public review and evaluation of these plans. The Ministry's Planning Group is now part of the Project Planning Br. The Planning Group provides planning information to housing production agencies, Members of Provincial Parliament, government agencies and the public.

HOUSING REGISTRY

416-965-9868

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. Applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (tel. 965-9915). Applicants must have 12 months residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides accommodation for families but will consider senior citizens and persons with permanent disability. Housing is offered to families in greatest need when vacancies occur.

HOUSING SUBDIVISIONS BR

416-965-5506

HOUSING, SUBDIVISIONS BR implements Ministry program designed to provide adequate housing within a sound planning framework. The province is responsible for approving plans of subdivisions and condominiums across Ontario (except where approval power has been delegated to a regional municipality). The branch ensures that these decisions conform to local, provincial and federal policies.

HOUSING SUPPLY & SERVICES BR

416-965-9713

HOUSING, SUPPLY & SERVICES BR supplies the Ministry of Housing, Ontario Housing Corporation, Ontario Mortgage Corporation and North Pickering Development Corporation with administrative services, including purchasing (965-9749). For a description of functions see first entry under administrative services.

HOUSING TECHNICAL SERVICES DIV

416-965-9728

HOUSING, TECHNICAL SERVICES DIV coordinates architectural, engineering and appraisal services to the Housing Production Division of Ontario Housing Corporation. Its Research & Development Section (965-9108) carries out special studies building materials in use, energy conservation measures, etc. The Complaints Section (965-9866) looks after complaints from buyers of Home Ownership Made Easy (HOME) houses. There are complaints offices in Malvern, Ottawa, Hamilton and London. The Chief Architect's and Chief Engineer's branch functions are described individually in this index. See Housing, Technical Services Div, branch name.

HOUSING TECHNICAL SERVICES DIV ARCHITECT'S BR

416-965-9929

HOUSING, TECHNICAL SERVICES DIV, ARCHITECT'S BR. The Chief Architect's Br provides architectural design, administrative and consultation services to the Ontario Housing Corporation housing production branches, the Ministry of Housing and Ontario Mortgage Corporation on all housing programs.

HOUSING TECHNICAL SERVICES DIV ENGINEER'S 416-965-9616
HOUSING, TECHNICAL SERVICES DIV, ENGINEER'S BR. The Chief Engineer's Br ensures that all Ontario Housing Corporation (OHC) projects constructed under the Assisted Rental Housing programs comply with building code and OHC requirements. Ensures that site grading and site servicing of subdivisions developed under the Home Ownership Made Easy program comply with municipal subdivision requirements. This involves engineering reviews of drawings and field supervision.

HUDAC NEW HOME WARRANTY PROGRAM

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. Under the Ontario New Homes Warranty Act which came into effect Dec. 31, 1976, all builders of homes and condominiums must be registered with the HUDAC New Home Warranty Program, a non-profit corporation sponsored by the Housing and Urban Development Association of Canada (Ontario council). The self-financing program provides a warranty that new and previously unoccupied homes and condominiums sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from new home and condominium buyers. Both builders and buyers can appeal Corporation decisions with the Commercial Registration and Appeal Tribunal.

HUMAN RIGHTS

416-965-6841

ONTARIO HUMAN RIGHTS COMMISSION administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Complaints of discrimination are investigated and conciliated. Educational efforts are made to eliminate prejudice. Publications on human rights are available. Community problem-solving in tense situations is undertaken. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

HUMAN TISSUE GIFT ACT

Human Tissue Gift Act, see Sol Gen Chief Coroner's Office.

HUNTER DAMAGE COMPENSATION

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested to

determine butterfat content. This branch has responsibility for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario. If such sale is conducted within a municipality, only a municipal auctioneer's licence is required.

HUNTING

Hunting, see also Wildlife

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general park information, contact 965-3081 and during the summer months from 8:00 a.m. to midnight, 967-0427.

416-965-4251

NAT RES, WILDLIFE BR manages wildlife resources of the province through management of habitat; reviews and recommends wildlife management practices and policy; recommends and enforces wildlife-related (e.g. hunting) laws and regulations; inventories and manages endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas to provide wildlife-oriented recreation. Reviews land use planning to ensure that wildlife interests are considered. Fur Section (965-3345) coordinates and regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers federal-provincial resource development agreements between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable

natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

HURONIA

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry of Culture and Recreation operates and maintains historic sites at Midland (Sainte Marie Among the Hurons) and Penetang (Historic, Naval and Military establishments). Ste. Marie Among the Hurons has been reconstructed on its original site and is open to the public as an historical exhibit. The Naval and Military Establishments have been restored and partially reconstructed, and are open to the public as an historical attraction. Both parks are maintained and operated to promote an appreciation of the Indian, French and British themes in the history of the Huronia area through public visitation. Both sites have interpretive and demonstration programs and are staffed by interpretive and maintenance staff. Contact Huronia Historical Parks, Midland, Ontario (Tel. 705 526-7838).

HYDRAULIC

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

416-248-3580

TR & COMM, ENGINEERING MATERIALS OFFICE, Materials & Laboratory Services Section (248-3684) provides laboratory testing, technical evaluation and approval services related to soils, aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of highways and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out and records foundation investigations for structures. Hydrology Section (248-3723) provides a specialized engineering service in all hydrologic and hydraulic matters concerning the planning, design, construction and maintenance of provincial highways and structures. Pavement Design and Management Section (248-3255) provides pavement design guidelines and

assesses the field performance of aggregates used in pavements and structures.

HYDRO

Hydro, see Ontario Hydro

HYDROLOGY

416-965-6194

ENV, WATER RESOURCES BRANCH HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

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ICE HUTS

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid

wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge, boating and ice huts. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

MMIGRANTS

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-2891

CULT & REC, TRANSLATION BUREAU provides translation services for government ministries and special purpose bodies on a charge-back basis. Also provides a free service for landed immigrants who need official documents translated into English in order to find work or pursue their training in Ontario.

416-965-2609

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of elementary & secondary school teaching certificates (965-2600); evaluation of teaching qualifications (965-6126); evaluation of academic qualifications, including those of Ontario landed immigrants (965-1357); admission of teachers to Ministry summer courses (965-4487); secondary school diplomas, scholarships (965-7291); secondary school bursaries (965-6126); transcripts of student records (965-5384); transcripts of teacher training courses (965-2600); and inspection of private schools (965-6802). The Branch evaluates foreign education documents at the elementary and secondary school levels for employment and study purposes.

416-965-2528

HEALTH, CLINIC SERVICES BR Chest Disease Service (965-2301) provides diagnostic services and ambulatory treatment for tuberculosis and other respiratory diseases through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

416-482-1111

HEALTH, ENROLMENT BRANCH enrolls all persons eligible for the Ontario Health Insurance Plan (OHIP); maintains records and answers all questions regarding enrolment and insured status. Immigrants receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to: OHIP Premium assistance based on taxable income and OHIP premium assistance based on age. Senior citizens 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Also provides service to employers in administration of their insured groups. Contact district offices.

IMMUNIZATION

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

IMPORTS

Imports, see Ind & Tour Economic Analysis & Research Br.

INCENTIVE GRANTS

Incentive Grants, see Grants

INCORPORATION

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-5424

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of charters (letters patent, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

416-965-2041

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status, registration of corporation securities (mortgages, bonds, debentures). Can supply copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-965-2515

CCR, CREDIT UNIONS BR sets minimum standards for and supervises credit unions and caisses populaires. These standards govern the incorporation, management audit and

352 - IND & TOUR ADVERTISING SERVICES SECTION

dissolution of credit unions.

IND & TOUR ADVERTISING SERVICES SECTION

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

IND & TOUR COMMUNICATIONS DIV

416-965-5466

IND & TOUR, COMMUNICATIONS DIV has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with photography, audio-visual, publications, releases, speeches, media liaison and other information services (see also first entry under information service). Operates a library of still and motion pictures lend to groups interested in tourism. Film catalogues available.

IND & TOUR CONSULTATIVE SERVICES BR

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR maintains staff in Regional Offices across the province to counsel, in broad terms, small size Ontario Businesses (mainly manufacturers) to increase economic effectiveness, stimulate growth, reduce costs, increase sales, conserve energy and assist in the development of new products and processes. Contact Queen's Park, Toronto (965-0410) or Regional Offices. Regional Office serving Metro Toronto is located at 5 Fairview Mall Drive, Willowdale (491-7680). See also Ind & Tour Small Business Operations Div, Ind & Tour Consultative Services Br Counselling, and Ind & Tour Consultative Services Br Grants.

IND & TOUR CONSULTATIVE SERVICES BR COUNSELLING

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrification. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement a cost reduction through industrial engineering counselling

assistance and audio-visual presentations, and through a joint program with Mohawk College of Applied Arts & Technology to operate a Mobile Service Unit (M.S.U.) that visits companies to analyze energy costs and point out potential savings. Contact Queen's Park or Regional Offices. (in Metro Toronto, call 491-7680).

IND & TOUR CONSULTATIVE SERVICES BR GRANTS 416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS provides financial assistance to small businesses for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturers through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturers through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park or Regional Offices (in Metro Toronto, 491-7680).

IND & TOUR ECONOMIC ANALYSIS & RESEARCH BR 416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

IND & TOUR FINANCE & SYSTEMS BR 416-965-4303

IND & TOUR, FINANCE & SYSTEMS BR Estimates and Financial Reports Section coordinates multi-year plan and other related submissions. Develops internal financial information

systems. Accounts Section (965-5296) is responsible for ministry's accounting services. For description of function see first entry under accounting. Systems Development Section (965-1873) develops and programs computer based applications for the ministry.

IND & TOUR INDUSTRY & TRADE DEV BR

416-965-5715

IND & TOUR, INDUSTRY & TRADE DEV BR assists business to develop trade leads and sales outlets outside Ontario. Investigates marketing problems, screens potential licensees or joint ventures partners. Organizes trade, technology and Business Opportunity Missions and international trade fairs. Assists and counsels companies from outside Ontario seeking manufacturing, industry investment opportunities in Ontario. The branch is divided into four geographical areas: North America (965-3563); Europe (965-5715); the U.K. (965-5715) (contact Ontario House at Charles 11 St., London SW1 4QS, England); and Special Areas (965-5715) which deals with the remaining areas and also manages and coordinates the activities of the ministry's offices in Toyko and Mexico City.

IND & TOUR INDUSTRY BR INDUSTRIAL DEV

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film production and industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Government. Contact Queen's Park or Regional Office. See also Ind & Tour Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

IND & TOUR INDUSTRY BR INDUSTRIAL SERVICES

416-965-7298

IND & TOUR, INDUSTRY BR, Industrial Services Section provides a consultative service, Industrial Development Training Courses and publications to inform and assist municipalities on development of industrial parks, industrial land use planning, and provincial and federal industrial development programs. Also provides plant location services to assist industry with expansion plans or new location requirements

Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Product-Manufacturing Dev.

IND & TOUR INDUSTRY BR PRODUCT-MANUFACTURING DEV 416-965-5491

IND & TOUR, INDUSTRY BR, Product-Manufacturing Development Section assists manufacturing companies to expand and diversify production by identifying opportunities through licensing arrangements, joint ventures, mergers and acquisitions, contracts and inventions, Product Prospecting Missions, Manufacturing Opportunity Days (MOD), Shows and Bulletins. Contact Queen's Park or Regional Offices. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Industrial Services.

IND & TOUR MANAGEMENT SERVICES BR 416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR Management Services Section provides management programs, printing and distribution services (965-5442), mail services (965-4278), purchasing services (965-4311), travel service and general office services (965-4323), and foreign language services (965-1587). Records Services Section (965-1873) provides records and forms control and central filing. Library Services Section (965-3365) has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

IND & TOUR METRIC & STANDARDS SECRETARIAT 416-965-6513

IND & TOUR, METRIC & STANDARDS SECRETARIAT provides information and coordination services to Ontario government ministries and agencies in their metric conversion and standards activities. Provides central resource file on all aspects of metrication and answers inquiries from the public. Provides Ontario Government position on metric conversion and standards in interprovincial and federal-provincial committees. Provides secretarial resources for interministerial metric conversion committees and task forces.

IND & TOUR ONTARIO PLACE CORPORATION 416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions

all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

IND & TOUR ONTARIO RESEARCH FOUNDATION **416-822-4111**

IND & TOUR, ONTARIO RESEARCH FOUNDATION in Sheridan Park, Mississauga, Ontario L5K 1B3 provides Canadian industry, consultants and government with a broad range of research and development and technological services through non-profit, contract research. All work undertaken for clients is confidential. Multi-disciplinary, independent laboratory facilities of Ontario Research Foundation are used by over 1000 companies each year for projects ranging from short-term feasibility studies through product and process development to long-range scientific and engineering investigation.

IND & TOUR OPERATIONAL REVIEW BR **416-965-4510**

IND TOUR, OPERATIONAL REVIEW BR is responsible for the ministry's audit function. For a description of the function, see the first entry under audit.

IND & TOUR PERSONNEL BR **416-965-4259**

IND & TOUR, PERSONNEL BR performs personnel functions for the Ministry of Industry and Tourism, based on knowledge of Ministry programs and personnel concepts. For further description of functions see first entry under personnel.

IND & TOUR SECTOR ANALYSIS BR **416-965-5711**

IND & TOUR, SECTOR ANALYSIS BR develops policy proposals for governmental consideration relating to the problems, needs and opportunities of industry in general and of individual industry sectors. Develops industry analyses on a sector basis for the information of government officials and the business community.

IND & TOUR SMALL BUSINESS OPERATIONS DIV **416-965-3405**

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Service Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries listed separately in this index. The Selective Placement Section provides professional and skilled manpower counselling and, in cooperation with Canada Manpower & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services

administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

IND & TOUR STRATEGIC PLANNING BR

416-965-4011

IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Policy Committee in the coordination of ministry policy planning. Provides: long range planning for development of industry, trade and tourism in Ontario; Ontario comment to the Federal Government on Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade by the world's trading nations.

IND & TOUR THE DEVELOPMENT CORPORATIONS

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks: providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

IND & TOUR TOURISM DEVELOPMENT BR

416-965-4255

IND & TOUR, TOURISM DEVELOPMENT BR is responsible for the development and upgrading of Ontario's tourism industry by: providing technical advice relating to planning, design, operation and management of tourist facilities (tel. 965-4255); providing information relating to funding (by the Ontario Development Corporations) to new and existing tourist facilities (Tel. 965-4024); evaluating and recommending tourism project proposals from the public for possible funding by the Ontario Development Corporations (Tel. 965-4024).

IND & TOUR TOURISM MARKETING BR

416-965-4008

IND & TOUR, TOURISM MARKETING BR promotes Ontario travel, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying

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information and publications on events, attractions, facilities and tours. Provides up-to-date ski reports and campgrounds vacancy information. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program (OTAP), and advertises Ontario to the consumer travel trade and conventions markets.

IND & TOUR TOURISM OPERATIONS BR

416-965-5757

IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local tourism groups and regional travel associations on planning, development and marketing of tourism area facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues licences to tourism establishment and takes complaints about them. Assists with implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

INDIAN BAND COUNCILS

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-4021

CULT & REC, HERITAGE ADMIN BR, MUSEUMS Assistance Program gives advisory and financial help to museums owned and maintained by municipalities, Indian Band Councils and conservation authorities. See also Cult & Rec: Heritage

Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

416-965-5003

CULT & REC, INDIAN COMMUNITY SECRETARIAT assists Ontario native peoples in both on-reserve and off-reserve communities, in gaining full access to existing services of ministries, and in the development of self-determination and community leadership and initiative. Provides liaison between native groups and various levels of government. Where provincial funding channels do not exist, the Secretariat may consider projects from Indian Band Councils or incorporated bodies on a one-term last-resort basis. Contact field office or main office.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-6046

NAT RES, OFFICE OF INDIAN LAND CLAIMS researches and responds to specific Indian land claims and land problems. Keeps the Ministry aware of the possible extent of future land claims. Develops Ministry positions and prepares recommendations to Cabinet. Does research in consultation with other ministries, the Federal Government, Indian Band Councils and native peoples associations. On the direction of Cabinet, negotiates the settlement of valid land claims with the Indian people involved.

416-965-4308

SOL GEN, OPP, INDIAN & MUNICIPAL POLICING SERVICES BR is responsible for Indian reserve policing in the Province of Ontario. Programs include the appointments of special constables at the request of Indian Band Councils to police their particular reserves. The OPP administers the training, salary and equipment of the special constables through the provisions of the federal-provincial cost-sharing agreement. Municipal policing involves the drawing up of contracts with municipalities which have opted for policing by OPP rather than maintain their own force, and other related matters. Also provides flying patrols in the northwestern & eastern portions of the province. Police aircraft visit isolated

Indian communities on a regular basis.

INDIANS

Indians, see Indian Band Councils, also Native Peoples

INDUSTRIAL ACCIDENTS

Industrial Accidents, see Accidents

INDUSTRIAL CAMPS

416-965-1170

HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct public health services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides public health inspection service to industrial camps in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

INDUSTRIAL PARKS

416-965-7299

IND & TOUR, INDUSTRY BR, Industrial Services Section provides a consultative service, Industrial Development Training Courses and publications to inform and assist municipalities on development of industrial parks, industrial land use planning, and provincial and federal industrial development programs. Also provides plant location services to assist industry with expansion plans or new location requirements. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Product-Manufacturing Dev.

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks: providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

416-965-6616

TE & IA, ONTARIO LAND CORPORATION (OLC) provides financing

for land assemblies for new towns and industrial parks. Provides financing through Ontario Development Corporation for municipal industrial parks. Holds title to and manages land assemblies until assignment to permanent use.

INDUSTRIAL TRAINING

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-0693

COLL UNIV, INDUSTRIAL TRAINING COUNCIL is a group of citizens appointed to advise the Minister of Colleges & Universities on provision and delivery of training programs for job related skills. Acts as contact with public to consider and make recommendations on all post-secondary skill training programs and proposals outside colleges and universities.

416-965-5375

COLL UNIV, PROGRAM RESOURCES BR develops training standards and outlines, coordinates curriculum, and generally supports the training programs undertaken by the ministry's training delivery branches: College Affairs (Institutional Training), and Industrial Training.

INDUSTRY

Industry, see also Business, Corporations, Industrial Training.

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

416-965-6487

CULT & REC, CULTURAL INDUSTRIES BR is involved with the film industry, recording industry, book publishing and periodical industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is on policy development. Contact regional offices or main office.

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act (e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates, at planning stage, any activity by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by industry, municipalities and the public.

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes, and industrial waste treatment and control with respect to water, air and solids. Contact regional office.

416-248-3739

ENV, POLLUTION CONTROL BR RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups; dissemination of technical information and findings; technical assistance to the Planning Sections; applied research studies on pollution; and technical support for, application of, new technology to the public through regional offices or directly to municipalities and industry.

416-965-5118

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private

Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

416-965-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants on fish and other aquatic organisms. Contact regional office.

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the

Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

416-965-5715

IND & TOUR, INDUSTRY & TRADE DEV BR assists business to develop trade leads and sales outlets outside Ontario. Investigates marketing problems, screens potential licensees or joint ventures partners. Organizes trade, technology and Business Opportunity Missions and international trade fairs. Assists and counsels companies from outside Ontario seeking manufacturing, industry investment opportunities in Ontario. The branch is divided into four geographical areas: North America (965-3563); Europe (965-5715); the U.K. (965-5715) o contact Ontario House at Charles 11 St., London SW1 4QS, England); and Special Areas (965-5715) which deals with the remaining areas and also manages and coordinates the activities of the ministry's offices in Toyko and Mexico City.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film production and industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments Contact Queen's Park or Regional Office. See also Ind & Tou Br Product-Manufacturing Development, and Ind & Tour Industr Br Industrial Services.

416-965-7299

IND & TOUR, INDUSTRY BR, Industrial Services Section provide a consultative service, Industrial Development Training Courses and publications to inform and assist municipalities on development of industrial parks, industrial land use planning, and provincial and federal industrial development programs. Also provides plant location services to assist industry with expansion plans or new location requirements. Contact Queen's Park or Regional Office. See also Ind & Tou Industry Br Industrial Dev and Ind & Tour Industry Br Product-Manufacturing Dev.

416-965-5491

IND & TOUR, INDUSTRY BR, Product-Manufacturing Development Section assists manufacturing companies to expand and diversify production by identifying opportunities through licensing arrangements, joint ventures, mergers and acquisitions, contracts and inventions, Product Prospecting Missions, Manufacturing Opportunity Days (MOD), Shows and Bulletins. Contact Queen's Park or Regional Offices. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Industrial Services.

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR Management Services Section provides management programs, printing and distribution services (965-5442), mail services (965-4278), purchasing services (965-4311), travel service and general office services (965-4323), and foreign language services (965-1587). Records Services Section (965-1873) provides records and forms control and central filing. Library Services Section (965-3365) has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-822-4111

IND & TOUR, ONTARIO RESEARCH FOUNDATION in Sheridan Park, Mississauga, Ontario L5K 1B3 provides Canadian industry, consultants and government with a broad range of research and development and technological services through non-profit, contract research. All work undertaken for clients is confidential. Multi-disciplinary, independent laboratory facilities of Ontario Research Foundation are used by over 1000 companies each year for projects ranging from short-term feasibility studies through product and process development to long-range scientific and engineering investigation.

416-965-5711

IND & TOUR, SECTOR ANALYSIS BR develops policy proposals for governmental consideration relating to the problems, needs and opportunities of industry in general and of individual industry sectors. Develops industry analyses on a sector basis for the information of government officials and the business community.

416-965-4011

IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Policy Committee in the coordination of ministry policy planning. Provides: long range planning for development of industry, trade and tourism

in Ontario; Ontario comment to the Federal Government on Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade by the world's trading nations.

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks; providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

INDUSTRY & TOURISM

Industry & Tourism, Ministry of, see IND & TOUR Branch Name.

INDUSTRY & TRADE RESEARCH

Industry & Trade Research, see Ind & Tour Economic Analysis Research Br, also Ind & Tour Sector Analysis Br.

INFORMATION CENTRES

Information Centres, see Community Information Centres

INFORMATION OFFICERS FORUM

416-965-3769

INFORMATION OFFICERS FORUM is a professional association of Ontario Government information, communication and public relations officers organized to serve the creative and administrative needs of Ontario Government information personnel, to establish high standards of professional conduct and to advance the knowledge and technical skills of its members.

INFORMATION SERVICE

Information Service or Communications Service in each ministry informs the public about the ministry's activities. Plans and develops an information program to meet the needs and explain programs of the ministry. Methods used include answering inquiries, preparing and distributing publications, news releases, audio-visual materials, etc.; supplying media with accurate, up-to-date information. Frequently the branch prepares speech material for ministry officials.

416-965-1056

AG & FOOD, INFORMATION BR is the information service for the Ministry of Agriculture and Food. For a description of activities see first entry under Information Service.

416-965-7701

AG & FOOD, ONTARIO FOOD COUNCIL promotes the development of domestic and foreign markets for Ontario's food products. The Consumer Section of the Ontario Food Council provides a consumer education and information service about the availability, quality and nutritive value of Ontario foods, and on food purchasing and use. Also provides numerous publications on Ontario food products, their availability and storage.

416-965-4239

CCR, COMMUNICATIONS SERVICES BR provides information service for the Ministry of Consumer and Commercial Relations. For a description of activities, see first entry under information service. For specific consumer complaints contact appropriate branches described separately in this index.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

416-965-7825

COMM SOC, COMMUNICATIONS BR is the information service for the Ministry of Community and Social Services. For a description of activities, see first entry under information service. Also provides assistance (e.g. consultation, publications, films, slide, displays, etc.) to municipalities and social agencies to explain social service programs.

416-965-4321

CORR SERV, INFORMATION SERVICES BR is the information service

for the Ministry of Correctional Services. For a description of activities, see first entry under information service.

416-965-3535

CULT & REC, CITIZENS' INQUIRY BRANCH is an information service which provides information about, or referral to all Ontario Government ministries. It is a resource for other government ministries, Members of Provincial Parliament (MPPs) and community or private organizations, and provides its service to those referred from these sources. The Citizens' Inquiry Branch refers the inquirer to the appropriate source of information or coordinates information and services for those unable to do so themselves.

416-965-0615

CULT & REC, COMMUNICATIONS BR provides communications policy advice in addition to writing and supplying editorial and media relations services to the Minister, Deputy Minister and all programs of the Ministry of Culture and Recreation. Provides information service to the public about activities of the ministry.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-6407

EDUC, COMMUNICATIONS SERVICES BR is the information service for the Ministry of Education. For a description of activities see first entry under information service. In addition its Library Services Section provides the Ministry of Education with library services, a newspaper clipping service, conference information, and selective dissemination of information relevant to ministry projects.

416-965-3246

ENERGY, THE MINISTRY OF ENERGY ensures that Ontario receive an adequate and secure supply of energy at reasonable price with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the energy sector more a catalyst than as an operating agency. Functions include reviewing and advising on energy matters and policy;

maintaining liaison between the government and Ontario Hydro Corporation; applying energy policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the Ontario Energy Board, both of which function independently of the ministry. Operates a library (Tel. 965-9174). For general information service contact 965-3246.

416-965-7117
ENV, INFORMATION SERVICES BR is the information service for the Ministry of the Environment. For a description of activities, see first entry under information service.

416-965-6683
GOVT SERV, MANAGEMENT PLANNING BR provides internal program analysis, coordinates ministry policy, procedures and systems. Also provides an information service for the ministry. For a description of information activities see first entry under information service.

416-965-5167
HEALTH, COMMUNICATIONS BR provides information services health education materials and health education programs for the Ministry of Health. For a description of activities, see first entry under information service.

416-965-9780
HOUSING, COMMUNICATIONS BR serves as the information service for the Ministry of Housing, including such components as Ontario Housing Corporation (OHC), Ontario Mortgage Corporation (OMC) and the North Pickering Development Corporation.

416-965-5466
IND & TOUR, COMMUNICATIONS DIV has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with photography, audio-visual, publications, releases, speeches, media liaison and other information services (see also first entry under information service). Operates a library of still and motion pictures to lend to groups interested in tourism. Film catalogues available.

416-965-7941
LABOUR, COMMUNICATIONS SERVICES BR is the information service for the Ministry of Labour. For a description of activities, see first entry under information service.

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for women and women's groups. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises within government on women's issues; provides labour legislation information through speakers and publications; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate counselling sources. New outreach program is being developed to serve low-income, immigrant and native women.

416-965-4545

LEGISLATIVE ASSEMBLY, LEGISLATIVE LIBRARY provides an information service to each Member of Provincial Parliament (MPP) and staff members of Ontario ministries and agencies. As well as books in the humanities and law, the legislative library has a large collection of Ontario, Canadian and United States government publications, and all the major Ontario daily and weekly newspapers.

416-965-2756

NAT RES, INFORMATION BR is the information service for the Ministry of Natural Resources. For a description of activities, see first entry under Information Service.

416-965-7577

NORAFFAIRS, NORTHERN AFFAIRS BR provides information service and assistance to the citizens of Northern Ontario on all government programs. Officers also help federal government agencies service the North. Uses newspapers, radio and television to disseminate information about provincial government programs. Contact local Northern Affairs Office.

416-592-3331

ONTARIO HYDRO PUBLIC REFERENCE CENTRE is the information service for Ontario Hydro. For a description of activities, see first entry under information service.

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government programs involving youth, e.g. summer employment for students. They also offer an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel.: 965-0480.

416-965-2099

REVENUE, COMMUNICATIONS GROUP provides information service concerning programs and policies to the media, the public and internal branches. Prepares informative literature, news releases, speeches and minister's statements on request. Participates in development of Ministry bilingual programs. Maintains a newspaper clipping service and manages Ministry advertising. For description of information services function, see first entry under information service.

416-965-2049

SOL GEN, MINISTRY SECRETARIAT provides staff support to the Minister and Deputy Minister in policy development, planning, budget preparation, communications and the application of modern management techniques. The Ministry of the Solicitor General's overall goal is to contribute to the protection and security of society by the enforcement of the law, the maintenance of peace and order and the protection of persons and property while ensuring individual freedom and rights. The information service function for the Ministry is performed by the Communications Policy Advisor (965-2048). See first entry under information service for a description of activities.

416-965-4474

SOL GEN, OPP, COMMUNITY SERVICES BR administers safety and crime prevention programs. Provides public relations and information service for the Ontario Provincial Police force. To contact Complaints Bureau, call 965-0282.

416-965-7171

TE & IA, COMMUNICATIONS GROUP, aside from the services mentioned in the general description (see first entry under information service), has a French Information Officer who provides information and communications advice to other Ontario Government ministries, the media and the public. Coup d'Oeil, a publication in French containing brief descriptions of government programs, is produced monthly for the French media and the public.

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and

supplies school safety materials, and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & Comm regional or district offices.

INHERITANCE TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

INJURY

Injury, see Criminal Injuries Compensation Board.

INMATES

416-965-4350

CORR SERV, BAILIFF SERVICES is responsible for the classification of reformatory sentenced (two years less one day or less) inmates to the provincial adult correctional institutions. The branch is also responsible for, and maintains records of, all sentenced prisoner movements within Ontario.

416-965-4355

CORR SERV, COMMUNITY RESOURCE CENTRES house men and women serving sentences in Ontario correctional institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the Community Resource Centre where he/she also receives counselling and skills training. Inmates are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.

416-965-8392

CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the needs of inmates in training schools and adult training centres across the province. Develops curricula and provides teachers with professional supervision.

416-965-6491

CORR SERV, FOOD SERVICES BR endeavours to provide adults and

juveniles under the care of the ministry with wholesome, adequate nutrition and teaches food service job skills to inmates who display aptitude and desire for this type of training. Operational and training programs are conducted in the institutions, coordinated through the ministry office.

416-965-3354

CORR SERV, INDUSTRIAL PROGRAMS BR develops and coordinates correctional institutions industrial programs and operations such as manufacturing provincial park picnic tables, institutional furniture, motor vehicle licence plates, and canned fruits and vegetables, to encourage meaningful and productive activities by inmates.

416-965-4366

CORR SERV, ONTARIO BOARD OF PAROLE considers for parole inmates serving sentences which include indefinite terms. The Ontario Board of Parole only reviews terms of persons in provincial correctional institutions, not of those in federal institutions.

416-965-5975

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for correctional institutions, training schools and other correctional facilities. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for research in the corrections field.

416-965-6491

CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to the adult and juvenile programs of the Ministry. Consultants in psychiatry, dentistry, psychology, social work and chaplaincy are responsible for planning and supervision of services in these fields. Library Services Br (965-7773) provides library services to inmates and wards under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

416-965-6491

CORR SERV, RECREATION BR provides leisure education programs and a wide variety of recreational activities to inmates and wards of the ministry. Programs are designed to bring inmates and wards into contact with the public in controlled

settings both in the institution and the community. In many institutions, recreational facilities such as gymnasiums and swimming pools are used by the community under certain conditions.

416-965-4283

CORR SERV, TEMPORARY ABSENCE BR operates the temporary absence (T.A.) program which allows inmates, through conditionally approved permits on a day to day basis, or for further specified periods as authorized, to commence or continue their education or jobs while residing in correctional institutions serving their sentences. The T.A. program is also used to screen offenders who want to visit their homes to maintain family and community ties, to attend hospital for diagnosis and treatment, and for job or educational interviews. Contact the regional institution housing the inmate, or the Coordinator, Temporary Absence Branch.

INQUESTS

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenas, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE, 26 Grenville St., Toronto M7A 2G9 investigates sudden and violent deaths; warns the public re prevention of similar deaths; orders autopsies for medical legal reasons; conducts inquests; signs certificates for cremation and for shipment of bodies out of Ontario; completes medical certificates of death in coroners' cases. Administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Supplies Schools of Anatomy in Ontario with donated or unclaimed bodies and inspects these schools. To contact Regional Coroners, York

Region, phone 416-965-6678, Toronto; Niagara Region, phone 416-684-4776, St. Catharines; Kenora Region, phone 807-223-6956, Dryden; South Georgian Bay Region, 705-645-8733, Bracebridge; Nipissing Region, 705-746-2123, Parry Sound; East Central Region, 613-966-4944, Belleville.

NSECTICIDES

Insecticides, see Insects, Pesticides

NSECTS

416-824-4120
 AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-978-3690
 CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadiana at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

416-965-2401
 ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides and herbicides. Issues licences for use and sale of pesticides. Has publications on, and answers inquiries about, control of household pests, insects, etc. Contact regional office.

416-965-2785
 NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of

woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

INSIDER TRADING

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

INSTITUTIONAL TRAINING

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Manpower for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools, and for Regional Nursing Assistant (RNA) schools. For information about private vocational schools, contact 965-9127. For information about RNA schools and the RNA program, contact 965-4051.

416-965-5375

COLL UNIV, PROGRAM RESOURCES BR develops training standards and outlines, coordinates curriculum, and generally supports

the training programs undertaken by the ministry's training delivery branches: College Affairs (Institutional Training), and Industrial Training.

INSURANCE

Insurance, see also Ontario Health Insurance Plan

416-965-1811

AG & FOOD, ONTARIO CROP INSURANCE COMMISSION makes available to farmers a crop insurance plan for all commercial insurance crops. Contact regional Ontario Crop Insurance Commission office.

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

416-965-9419

CIV SERV, BENEFITS POLICY BR develops, recommends, implements and maintains policies with respect to all public sector pension plans and benefit programs within the Ontario Public Service (OPS). Coordinates activities of committees monitoring pension escalation fund and insurance programs. Assists Staff Relations Div in negotiating employee benefits in the Ontario Public Service. Produces, updates and distributes information on benefits and pensions to all civil servants. For questions regarding administration of benefit plans call respective ministry personnel branch, or Employee Benefits Branch, Ministry of Government Services, 965-6861.

416-965-6254

GOVT SERV, INSURANCE AND RISK MANAGEMENT advises all Ontario ministries and special purpose bodies on insurance coverage, excluding employee benefits. For information on Ontario government employee benefits call 965-6861.

416-965-5700

HEALTH, INSURANCE CLAIMS BR processes claims under the

Ontario Health Insurance Plan (OHIP). Answers general questions about enrolment in OHIP, premium payments, claims payments and Extended Health Care benefits. Contact district offices.

416-248-3381

TR & COMM, EXTERNAL RELATIONS DIVISION provides legal services for the ministry through the Office of Legal Services (248-3617). The Division Support & Claims Branch (248-3127) handles insurance claims against the Crown for injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles; processes claims for personal injury involving government employees where a third party is involved and the employee has accepted Workmen's Compensation.

INTERGOVERNMENTAL

Intergovernmental, see also Federal-Provincial, Interprovincial or Municipalities

416-965-3356

TE & IA, EXTERNAL ACTIVITIES COORDINATION SECRETARIAT provides policy advice on Ontario's participation in Canada's international relations. Makes specific recommendations on current intergovernmental issues of an international nature. Coordinates such activities as Ontario participation in international conferences and programs, treaty assessments, international development assistance, and analysis of information from Canadian embassies and international organizations. Provides federal-provincial liaison between the Ontario Government and the federal Department of External Affairs.

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grant structure, including deconditionalizing of various specific grants. Develops budget options for assistance to local government and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for unconditional grants. Administers all unconditional grants, valued at over \$400 million in 1977. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops provincial government policy in communications field by: maintaining liaison with cable television, broadcast, and common carrier industries; maintaining intergovernmental liaison with other provincial and federal agencies; undertaking research and analysis of telecommunications services; and providing a data bank of information on people served by broadcasting and cable firms, and on television viewing habits (248-3961).

416-248-3789

TR & COMM, COORDINATOR INTERGOVERNMENTAL RELATIONS coordinates inter-relationships between Ontario and the other provinces and the federal government in the field of transportation and communications. The federal relationship is conducted partly through the Federal-Provincial Committee on Ontario Region Transportation (FPCORT).

INTERIOR DESIGN

Interior Design in Government buildings, see Govt Serv Design Services Br.

INTERNATIONAL

International, see TE & IA External Activities Coordination Secretariat

INTERNATIONAL JOINT COMMISSION

416-248-3015

ENV, LABORATORY SERVICES BR provides analytical support for other branches of the ministry in their environmental quality assessment and pollution control programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central Laboratory in Toronto advises regional laboratories in Thunder Bay, London and Kingston on the use of new analytical procedures. Participates in environmental research projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health. Participates in programs of the International Joint Commission (IJC). For information on the IJC, write to the Canadian Section, International Joint Commission, Room 851, Burnside Bldg., 151 Slater St., Ottawa, Ontario K1P 5H2.

INTERPROVINCIAL

416-965-4716

CABINET COMMITTEE ON CONFEDERATION advises the government on: the relationship of Ontario to Confederation and on related

federal-provincial and interprovincial relationships; how the public might acquire further understanding of the advantages of confederation; means of greater interaction between Ontarians and the people from the other provinces. The office of the Coordinator on Bilingualism (965-3865) which coordinates the implementation of the government's bilingualism policy (English and French language services to the public) reports to this Committee.

416-965-3340

TE & IA, FEDERAL-PROVINCIAL & Interprovincial Affairs Secretariat provides policy advice on Ontario's participation in federal-provincial and interprovincial relations. Assesses current issues in Confederation including such matters as the distribution of powers, and the effects of many programs on Ontario's relations within federation. Makes recommendations to ministries on specific federal-provincial or interprovincial issues. Through the Ontario Quebec Permanent Commission promotes exchanges with Quebec by governments, individuals, groups, schools and organizations in such areas as education, culture and public administration.

INTESTATE

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-7314

ATT GEN, SURROGATE COURT issues letters probate of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Also processes applications for the custody of children. The Surrogate Court also handles contested claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

INVENTORS

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and audio-visual presentations, and through a joint program with Mohawk College of Applied Arts & Technology to operate a Mobile Service Unit (M.S.U.) that visits companies to analyze energy costs and point out potential savings. Contact Queen's Park or Regional Offices. (in Metro Toronto, call 491-7680).

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS provides financial assistance to small businesses for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturers through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturers through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park or Regional Offices (in Metro Toronto, 491-7680).

INVESTMENT CONTRACT COMPANIES

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit

unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

INVESTORS

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

416-965-6691

TE & IA, SECURITIES BR acts as transfer agent for the province in domestic and foreign capital markets and in provincial borrowing (Province of Ontario debt securities, debentures, bonds) to ensure prompt interest payment and to supply information on transfer requirements to investors. Keeps in trust security deposits made by the public when required by provincial programs.

ITINERANT SELLERS

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answer inquiries from government agencies and the public as to whether such businesses are registered.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection

agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramid Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconscionable consumer representations & provides redress procedures for consumers.

ILS
Jails, see Correctional Institutions

INT VENTURES

416-965-5715

IND & TOUR, INDUSTRY & TRADE DEV BR assists business to develop trade leads and sales outlets outside Ontario. Investigates marketing problems, screens potential licensees or joint ventures partners. Organizes trade, technology and Business Opportunity Missions and international trade fairs. Assists and counsels companies from outside Ontario seeking manufacturing, industry investment opportunities in Ontario. The branch is divided into four geographical areas: North America (965-3563); Europe (965-5715); the U.K. (965-5715) or contact Ontario House at Charles 11 St., London SW1 4QS, England); and Special Areas (965-5715) which deals with the remaining areas and also manages and coordinates the activities of the ministry's offices in Toyko and Mexico City.

416-965-5491

IND & TOUR, INDUSTRY BR, Product-Manufacturing Development

Section assists manufacturing companies to expand and diversify production by identifying opportunities through licensing arrangements, joint ventures, mergers and acquisitions, contracts and inventions, Product Prospecting Missions, Manufacturing Opportunity Days (MOD), Shows and Bulletins. Contact Queen's Park or Regional Offices. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Industrial Services.

JUNIOR FARMER PROGRAM

Junior Farmer Program, see Ag & Food Rural Development Br

JURY

416-965-7351

ATT GEN, COUNTY and DISTRICT COURTS, the intermediate level of trial courts with civil jurisdiction in Ontario, handle actions involving the amounts of between \$401 and \$7,500. Handle proceedings under these statutes: landlord and tenant applications for name changes, adoptions (child welfare), and mental incompetency. Persons rarely appear without legal counsel, and in many cases, either party may require trial by judge and jury. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Outside this Judicial District, contact appropriate county or district court.

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the Criminal Code of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court.

416-965-5545

ATT GEN, SUPREME COURT of ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions, any party before the High Court may demand a trial by judge and jury. The new Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and

children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

JUSTICES OF THE PEACE

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

YOUTH

Juveniles, see also Children, Adolescents, Youth

416-924-0631

ATT GEN, PROVINCIAL COURTS FAMILY DIV are Courts of Law dealing with Domestic Law (financial support orders for deserted or destitute wives & children, paternity suits & support of illegitimate children; Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. The Chief Judge's office is at tel. 457-5170. There is a court in each county. In the Judicial District of York, main branch is located at 311

Jarvis St., tel. 924-0631. Clients requiring professional assistance or guidance in domestic, child welfare or juvenile areas may drop in for counselling by social workers. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by a juvenile may prefer a private complaint and discuss the matter with a social worker.

416-965-1069

CORR SERV, DELINQUENCY PREVENTION & NATIVE PROGRAMS funds and evaluates delinquency prevention projects in 12 Ontario locations. The project funding is for three years. The Coordinator of Native Programs is a new position designed to bring special attention to native juveniles sent to the Ministry from the Courts. Special attention is being paid to Northern Ontario where native peoples are in the largest numbers.

416-965-1487

CORR SERV, JUVENILE DIVISION provides three types of services to children between the ages of 7 and 17 years: probation and after-care, training schools and group homes. As an alternative to training schools, group homes provide juveniles with an opportunity for growth in the community. Group homes are on contract with the ministry. Community resources and training schools are used for reassessments. Regional coordinators work with homes, providing general support and liaison with other ministry branches and agencies. Province-wide probation and after-care regional offices work with juveniles and their families. See also Corr Serv Delinquency Prevention & Native Programs, another activity of this division.

LABORATORIES

Laboratories, see also Laboratory

416-824-4120

AG & FOOD, AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO inquires into research programs on agriculture, veterinary medicine and household science. Stimulates interest in agricultural research as a means of developing efficiency in the production and marketing of agricultural products in Ontario. Research stations are in Guelph, Ontario; laboratories at the University of Guelph. In Toronto, contact 965-6695.

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and

improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested to determine butterfat content. This branch has responsibility for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario. If such sale is conducted within a municipality, only a municipal auctioneer's licence is required.

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-4063

HEALTH, INSPECTION BR LABORATORY LICENSING Service ensures the development and maintenance of high standards of medical laboratory services in Ontario and to encourage most economical use of available resources through a licensing and inspection program. Private and hospital laboratories are inspected annually, or as necessary, and facts on all aspects of laboratory operation are gathered. Also issues licences to specimen collection centres (bleeding stations).

BORATORY

Laboratory, see also Laboratories

AG & FOOD, COLLEGES OF AGRICULTURE. Colleges of Agricultural Technology offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, agricultural business management, among others. They also conduct agricultural research for the ministry. Contact colleges for further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. The Milk Quality Program provides for inspection of all dairy farms and monthly testing of raw milk. The Milk Products Program arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The Central Milk Testing Laboratory in Guelph analyzes all samples for butterfat, protein and lactose using the Infra Red Milk Analyzer (IRMA) and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-248-3015

ENV, LABORATORY SERVICES BR provides analytical support for other branches of the ministry in their environmental quality assessment and pollution control programs. Participates in planning programs requiring analytical expertise and assistance in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central Laboratory in Toronto advises regional laboratories in Thunder Bay, London and

Kingston on the use of new analytical procedures. Participates in environmental research projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health. Participates in programs of the International Joint Commission (IJC). For information on the IJC, write to the Canadian Section, International Joint Commission, Room 851, Burnside Bldg., 151 Slater St., Ottawa, Ontario K1P 5H2.

416-965-2108

GOVT SERV, DESIGN SERVICES BR provides design and construction services for capital projects, lease purchase projects and accommodation alterations of the ministry, including interior design consulting services, kitchen facilities and laboratory facilities. Also includes preparation of documents and inspection of work performed. Part of the interior design consulting function (965-6723) is cataloguing of original paintings and sculptures owned by the Government, commissioning works of art in Government buildings and restoration of these works of art where necessary. Provides technical assistance to other ministries in problems pertaining to construction, maintenance and operation of buildings and institutions.

416-248-3196

HEALTH, LABORATORY SERVICES BR has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of disease. The Laboratory Services Branch serves doctors, hospitals, other ministries, and analyzes drinking water for the general public. For drinking water specimen mailing kits call 248-3171.

416-822-4111

IND & TOUR, ONTARIO RESEARCH FOUNDATION in Sheridan Park, Mississauga, Ontario L5K 1B3 provides Canadian industry, consultants and government with a broad range of research and development and technological services through non-profit, contract research. All work undertaken for clients is confidential. Multi-disciplinary, independent laboratory facilities of Ontario Research Foundation are used by over 1000 companies each year for projects ranging from short-term feasibility studies through product and process development to long-range scientific and engineering investigation.

416-248-3580

TR & COMM, ENGINEERING MATERIALS OFFICE, Materials & Laboratory Services Section (248-3684) provides laboratory testing, technical evaluation and approval services related to soils, aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of highways

and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out an records foundation investigations for structures. Hydrology Section (248-3723) provides a specialized engineering service in all hydrologic and hydraulic matters concerning the planning, design, construction and maintenance of provincial highways and structures. Pavement Design and Management Section (248-3255) provides pavement design guidelines and assesses the field performance of aggregates used in pavements and structures.

LABOUR

Labour, Ministry of, see LABOUR Branch Name. See also Employees, Ag & Food Agricultural Manpower Services Br, TE & IA Economic Analysis Br, TE & IA Ontario Statistical Centre

LABOUR ADMIN OPERATIONS BR

416-965-6115

LABOUR, ADMIN OPERATIONS BR supplies the ministry with administrative services. For a description of functions see first entry under administrative services.

LABOUR ADMINISTRATION DIVISION

416-965-6431

LABOUR, ADMINISTRATION DIVISION activities are directed towards coordinating administrative services and financial management support to the ministry. Within this division are the Administrative Operations Section, Finance, Personnel, and Systems and ADP Branches. For description of branch functions see Labour and Branch Name.

LABOUR COMMUNICATIONS SERVICES BR

416-965-7941

LABOUR, COMMUNICATIONS SERVICES BR is the information service for the Ministry of Labour. For a description of activities see first entry under information service.

LABOUR CONCILIATION & MEDIATION SERVICES BR

416-965-7941

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

LABOUR EMPLOYMENT STANDARDS BR

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees an-

employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

ABOUR FINANCE BR**416-965-4148**

LABOUR, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entries under financial management and accounting.

ABOUR INDUSTRIAL RELATIONS DIVISION**416-965-6094**

LABOUR, INDUSTRIAL RELATIONS DIVISION activities are directed towards the promotion and maintenance of labour harmony. Within the division, Conciliation and Mediation Services Branch and the Labour-Management Arbitration Commission are concerned with labour-management relations, assistance in settling disputes, and arbitration of grievances. Functions of these offices are described separately. See Labour & Branch Name.

ABOUR LABOUR RESEARCH BR**416-965-6101**

LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, safety, collective bargaining, work conditions, unemployment. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (Phone: 965-6886). Maintains a library containing labour related material (Phone: 965-1641).

ABOUR LABOUR SAFETY COUNCIL**416-965-6111**

LABOUR, LABOUR SAFETY COUNCIL advises the Minister of Labour on matters involving the safety and health of workers. Maintains an extensive safety information service on applied safety research, national and international standards, safety techniques and safety legislation in North America. Provides information on request.

ABOUR LEGAL BR**416-965-6625**

LABOUR, LEGAL BR provides legal services for the Ministry of Labour. For a description of branch activities, see first entry under Legal Services.

ABOUR MINES ENGINEERING BR**416-965-8510**

LABOUR, MINES ENGINEERING BR reviews, advises on and approves pre-development plans of new mining and metallurgical

companies in compliance with Ontario Government legislation protecting the health and safety of employees. Ensures that the operations of mines and plants are carried out in a safe and orderly way. Investigates accidents and complaints. Trains mine rescue personnel. Tests hoist cables. Contact Queen's Park or district offices.

LABOUR OCCUPATIONAL HEALTH & SAFETY DIVISION 416-965-1828

LABOUR, OCCUPATIONAL HEALTH & SAFETY DIVISION activities are directed towards ensuring worker health and safety at the place of employment. Within the division the Occupational Safety, Mining Safety (Mines Engineering) and Occupational Health branches and the South-West Regional Office (London, 519-438-5143) administer legislation, and together with the divisional Staff Branch conduct programs concerned with these areas. The branches' functions are described separately in this index. See Labour and Branch Name.

LABOUR OCCUPATIONAL HEALTH BR 416-965-2493

LABOUR, OCCUPATIONAL HEALTH BR, Occupational Health Service (965-3610) acts as consultant to those responsible for providing in-plant health care facilities and a healthful working environment for employees. Sets standards and guidelines for chemical substances and physical agents used in the work environment; investigates exposures to toxic chemical agents and harmful physical agents and recommends controls. Environmental Health Studies Service (965-6375) studies the effects of environment and pollution on human health. Health Physics Service (965-8178) directs a program to protect the public from harmful effects of radiation including X-Rays, microwaves and lasers. Handles registration of X-Ray equipment. Monitors areas around nuclear power stations and uranium mines for radioactive pollution.

LABOUR OCCUPATIONAL SAFETY BR 416-965-4125

LABOUR, OCCUPATIONAL SAFETY BR is concerned with protecting the health and safety of employees in industry (including the timber industry) and in construction including work on buildings, streets, sewers, watermains, underground work and work under compressed air (965-7161). The branch sets and ensures standards, reviews drawings and provides educational and consultative services. Publications are available. Contact Queen's Park or district offices.

LABOUR ONTARIO LABOUR RELATIONS BOARD 416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial

jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

LABOUR ONTARIO LABOUR-MANAGEMENT ARBITRATION 416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g.: sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

LABOUR ONTARIO MANPOWER COMMITTEE SECRETARIAT 416-965-9017

LABOUR, ONTARIO MANPOWER COMMITTEE SECRETARIAT is a coordination agency that supports the Ontario Manpower Coordinating Committee (OMCC). The OMCC is chaired by the Minister of Labour and comprises Deputy Ministers and Deputy Provincial Secretaries of the ministries and policy fields having manpower responsibilities. The OMCC was established to develop and articulate Ontario position on manpower issues, to improve interministerial cooperation and information flow and to ensure that Ontario's interests, rather than those of one ministry alone, are reflected in dealings with the federal government. The Secretariat is responsible for over-all coordination functions such as definition and analysis of manpower issues and policies, exchange of information on the labour market, representation of Ontario at interprovincial and federal-provincial meetings, development of manpower programs or activities that have not yet been assigned to a particular ministry.

ABOUR PERSONNEL BR

416-965-6121

LABOUR, PERSONNEL BR performs the personnel functions for the Ministry of Labour. For a description of branch activities, see first entry under Personnel.

LABOUR RELATIONS

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6246), established in 1975, hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union, the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6246) hears appeals re union representatives, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate interests, disputes, e.g. salary rates, benefits, etc.

416-965-5077

HEALTH, HUMAN RESOURCES BR performs the personnel functions for the Ministry of Health. For a description of branch activities, see first entry under personnel. The Branch is also a resource to the general health sector in labour relations, compensation and management development.

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, safety, collective bargaining, work conditions, unemployment. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (Phone: 965-6886). Maintains a library containing labour related material (Phone: 965-1641).

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of

strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

LABOUR RESEARCH

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, safety, collective bargaining, work conditions, unemployment. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (Phone: 965-6886). Maintains a library containing labour related material (Phone: 965-1641).

LABOUR STAFF BRANCH

416-965-8710

LABOUR, STAFF BR acts in an advisory capacity on occupational safety (construction and industrial), mining safety and occupational health; formulates legislation and procedures, maintains files, collects and manually tabulates statistics, and does research on occupational hazards as a service to the Minister of Labour and inspectional branches.

LABOUR WOMEN CROWN EMPLOYEES OFFICE

416-965-0564

LABOUR, WOMEN CROWN EMPLOYEES OFFICE acts as an internal consultant to the ministries and Crown agencies in the Ontario government in developing, coordinating and monitoring affirmative action plans to upgrade the status of their women employees. Provides general career information and develops pilot training programs. Each ministry and agency has a Women's Advisor or Coordinator in either the Deputy Minister's office or the Personnel branch. Contact individual ministry Women's Advisors.

LABOUR WOMEN'S BUREAU

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for women and women's groups. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises within government on women's issues; provides labour legislation information through speakers and publications; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate counselling sources. New outreach program is being developed to serve low-income, immigrant and native women.

LABOUR WOMEN'S PROGRAMS DIV

416-965-6605

LABOUR, WOMEN'S PROGRAMS DIV Office of the Executive Coordinator coordinates policies and programs to improve the status of women in Ontario. The Executive Coordinator is a member of the Ontario Status of Women Council and the Civil

Service Commission, ensuring that provincial government programs for women, and access to the government service and the private sector are coordinated. Provides direction to the Women Crown Employees Office serving women in the Ontario Public Service, and to the Women's Bureau, serving those in the private sector. Functions of these offices are described separately.

LAKES

Lakes, see also Rivers, Streams, Water, Watersheds

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections.

416-965-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants on fish and other aquatic organisms. Contact regional office.

416-965-4590

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Contact regional office.

416-965-6194

ENV, WATER RESOURCES BRANCH HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and

protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

416-965-4590

ENV, WATER RESOURCES WATER MODELLING Section develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

416-832-2261

NAT RES, FISH AND WILDLIFE RESEARCH BR near Maple, Ontario, conducts biological and environmental research and provides information on the principles of scientific fish and wildlife management, wildlife diseases and parasites, productivity of lakes and streams, aquatic systems ecology, behaviour of animals, animal pathology. Contact Director, Box 50, Maple.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

LAND

Land, see also Real Property, also Crown Land

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act, 1972 which provides for the issuance of licences for, and inspection of tile drainage contractors, their machines and machine operators.

416-965-1012

ATT GEN, LAND COMPENSATION BOARD, one of the provincial special purpose quasi-judicial bodies, determines compensation for land expropriated by a Statutory Authority under Ontario legislation, for damages for injurious affection to land caused by a Statutory Authority, for personal and business damages, and for disturbance damages. The Land Compensation Board provides information through its Registrar on arbitration proceedings for compensation and related matters.

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost, obliterated or not registered. Does not provide for the creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-3248

CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch, performs statutory functions of Director of Titles: responsible for legal quality of land registration records, drafts amendments to the regulations under the Land Titles Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of Titles Act. Processes applications of title and for conversion of title from the land registry to the land titles system.

416-965-2504

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

416-965-6644

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II (965-6644 and 965-9008, respectively) operate land registry offices throughout Ontario where documents for real property (land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Discharging a mortgage is normally done through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

416-965-2172

GOVT SERV, PROGRAM MANAGEMENT BR is responsible for the management of all accommodation projects of the Ontario Government. Ensures that all accommodation projects are completed on schedule, within the budget, and to the satisfaction of client ministries. Acquires land and other properties required for capital construction projects. Provides leasing services to adequately accommodate government programs. Provides alterations of government-owned and leased accommodation to ensure efficient operation of programs of ministries. Provides liaison for the Ministry of Government Services with all ministries and government agencies for all accommodation needs.

416-965-6745

GOVT SERV, REALTY SERVICES BR is responsible for the appraisal, negotiation and surveying requirements for the acquisition and sale of real estate for most ministries, including land required for construction programs. Appraises, negotiates and acquires leased accommodation. Handles interim management of government property and disposes of such through sale or lease. Under the Employee Home Owners Assistance Plan, assists government employees transferred to other locations in Ontario in selling their homes (phone: 965-6748). Maintains an inventory of government-owned land, buildings, leases and accommodations.

416-965-0250

HOUSING, COMMUNITY LAND DEVELOPMENT BR develops and services land for the Ministry. Provides on a fee basis when requested, development services for municipalities. Administers the Municipal Land Development Program which provides information and assistance to municipalities in assembly and servicing of land. The branch is also responsible for monitoring the interim management of land owned by Ontario Housing Corporation which is undertaken by the Ministry of Government Services.

416-965-9819

HOUSING, LAND MARETING & SURVEYS BR, Land Marketing Program. Land developed by the Ministry (or through federal-provincial partnerships) will be sold to builders for cash. Whenever possible 'no frill' modest housing, Assisted Home Ownership Program (AHOP) qualified, will be constructed and sold by builders who will be required to arrange their own financing through private lending institutions.

416-294-9176

HOUSING, NORTH PICKERING LAND ACQUISITION and Management Br is responsible for acquiring and managing the Government-owned lands within the North Pickering planning area on an interim basis pending future development and serves former property owners in North Pickering as well as tenants leasing Government-owned property.

416-965-6504

HOUSING, PROJECT PLANNING & EVALUATION Branches prepare conceptual plans based on thorough physical, social, economic and financial analysis of the ministry land development projects. Present projects include Townsend in Haldimand-Norfolk, Malvern in Metro Toronto and Saltfleet near Hamilton. The branches coordinate activities of other provincial ministries, other levels of government and the private sector as they relate to these projects. The private sector, community groups and the public have ongoing regular access to the planning process. The branches are also responsible for the coordination of technical, municipal and public review and evaluation of these plans. The Ministry's Planning Group is now part of the Project Planning Br. The Planning Group provides planning information to housing production agencies, Members of Provincial Parliament, government agencies and the public.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of

woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

416-965-2899

NAT RES, LAND USE COORDINATION BR establishes methods and procedures to coordinate planning for the use of Crown land. Participates in land use planning done by other ministries. Prepares lake plans (965-5344). Coordinates the preparation of environmental assessments for the Ministry subject to the Environmental Assessment Act, 1975 (965-2781). Coordinates the review of plans of other ministries and agencies relative to this ministry's plans and programs.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

416-965-6046

NAT RES, OFFICE OF INDIAN LAND CLAIMS researches and responds to specific Indian land claims and land problems. Keeps the Ministry aware of the possible extent of future land claims. Develops Ministry positions and prepares recommendations to Cabinet. Does research in consultation with other ministries, the Federal Government, Indian Band Councils and native peoples associations. On the direction of Cabinet,

negotiates the settlement of valid land claims with the Indian people involved.

416-965-6225

NAT RES, SURVEYS & MAPPING BRANCH A. The Branch provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Inventory Section (965-6914) maintains the Forest Resources Inventory (FRI) and data on forest stands in Northern Ontario. Drafting Services Section (965-7108) provides drafting, mapping and graphics support services to the ministry. Control Surveys Section (965-4538) will install and manage a provincial system to coordinate, and set standards for, control surveys. Cadastral Surveys Section (965-2714) has data from ministry surveys and from private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Branch (B) for other activities.

416-965-4538

NAT RES, SURVEYS & MAPPING BRANCH B. The Branch provides topographical and cadastral descriptions of the land base. Task Force on Geographic Referencing will define one comprehensive system to allow rapid, visual geographic correlation of physical properties, resources, legal status etc. of provincial land. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission aerial photography, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. The Ontario Geographic Names Board (965-6515) maintains geographical nomenclature provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical feature unincorporated populated places, localities and other topographic entities in Ontario. Consults with federal and municipal governments on related activities. Arbitrates geographic names issues and directs toponymic research. See also Nat Res Surveys & Mapping Branch (A) for other activities.

416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information

on Land Transfer Tax and Land Speculation Tax, call 965-1774.

416-965-3845

SECRETARIAT FOR RESOURCES DEVELOPMENT provides analytical research support to assist the Cabinet Committee for the Resources Development policy field in coordinating and developing policy. The Resources Committee of Cabinet comprises the Minister of Agriculture & Food, Minister of Energy, Minister of the Environment, Minister of Industry & Tourism, Minister of Labour, Minister of Natural Resources, Minister of Transportation & Communications and Minister of Northern Affairs. The Provincial Secretary for Resources Development is responsible for science policy in addition to coordinating the implementation of further development of land use policies.

416-965-6616

TE & IA, ONTARIO LAND CORPORATION (OLC) provides financing for land assemblies for new towns and industrial parks. Provides financing through Ontario Development Corporation for municipal industrial parks. Holds title to and manages land assemblies until assignment to permanent use.

416-248-3213

TR & COMM, PROPERTY BR is responsible for policies and procedures pertaining to the appraisal and acquisition of property required for Ministry programs. This includes expropriation and land management. Contact regional offices. In Metro Toronto, call Central Region, 248-3455.

LAND COMPENSATION BOARD

416-965-1012

ATT GEN, LAND COMPENSATION BOARD, one of the provincial special purpose quasi-judicial bodies, determines compensation for land expropriated by a Statutory Authority under Ontario legislation, for damages for injurious affection to land caused by a Statutory Authority, for personal and business damages, and for disturbance damages. The Land Compensation Board provides information through its Registrar on arbitration proceedings for compensation and related matters.

LAND FILL SITES

Land Fill Sites, see Waste Disposal Sites

LAND PATENTS

416-965-5741

GOVT SERV, PROTOCOL SERVICES Recording Office records and certifies documents and land patents searches. See also Govt Serv Protocol Services Protocol Section, also Scrolls

Section.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

LAND REGISTRY

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost or obliterated or not registered. Does not provide for the creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-3248

CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch, performs statutory functions of Director of Titles: responsible for legal quality of land registration records, drafts amendments to the regulations under the Land Titles Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of Titles Act. Processes applications of title and for conversion of title from the land registry to the land titles system.

416-965-6644

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II (965-6644 and 965-9008, respectively) operate land registry offices throughout Ontario where documents for real property (land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Discharging a mortgage is normally done through a lawyer who prepares the document.

The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

AND SEVERANCE

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which will provide financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants.

416-965-9560

HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning by-laws. Administers land severance applications for Northern Ontario. Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

AND SPECULATION TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

LAND TRANSFER TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

LAND USE PLANNING

416-965-1064

AG & FOOD, ECONOMICS BR undertakes research into economic aspects of agriculture, including production, marketing, land use planning, rural sociology, statistics, loans to cooperatives.

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act, 1972 which provides for the issuance of licences for, and inspection of tile drainage contractors, their machines and machine operators.

416-965-1497

HOUSING, OFFICIAL PLANS BR processes and recommends for approval by the Minister of Housing all official plans and official plan amendments submitted by municipalities. Answer inquiries from municipalities and the public on land use planning matters.

416-965-4641

NAT RES, GEOLOGICAL BR provides information on the geology and mineral resources of Ontario for development of policy and management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques and presentation of education classes and lectures on minerals. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures and unpublished files are used by the general public, prospectors, mining companies, universities and government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake and Sudbury district offices.

416-965-2899

NAT RES, LAND USE COORDINATION BR establishes methods and procedures to coordinate planning for the use of Crown land. Participates in land use planning done by other ministries.

Prepares lake plans (965-5344). Coordinates the preparation of environmental assessments for the Ministry subject to the Environmental Assessment Act, 1975 (965-2781). Coordinates the review of plans of other ministries and agencies relative to this ministry's plans and programs.

416-965-4251

NAT RES, WILDLIFE BR manages wildlife resources of the province through management of habitat; reviews and recommends wildlife management practices and policy; recommends and enforces wildlife-related (e.g. hunting) laws and regulations; inventories and manages endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas to provide wildlife-oriented recreation. Reviews land use planning to ensure that wildlife interests are considered. Fur Section (965-3345) coordinates and regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers federal-provincial resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

ANDLORD

416-965-7351

ATT GEN, COUNTY and DISTRICT COURTS, the intermediate level of trial courts with civil jurisdiction in Ontario, handle actions involving the amounts of between \$401 and \$7,500. Handle proceedings under these statutes: landlord and tenant, applications for name changes, adoptions (child welfare), and mental incompetency. Persons rarely appear without legal counsel, and in many cases, either party may require trial by judge and jury. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Outside this Judicial District, contact appropriate county or district court.

416-923-1199

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile home sites and some rent-gearded-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant filed application forms regarding rent increases. If decision of Rent Review Officer is unsatisfactory, an appeal may be made

to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlords offer up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays rent-geared-to-income, OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlords design, construct, own and operate the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays rent-geared-to-income. Tenant applicants in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

LASERS

Lasers, see Labour, Occupational Health Br

LAW ENFORCEMENT

416-965-4755

ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD provides compensation to victims who have received physical injury as the result of an unprovoked crime of violence, or to the dependants of an innocent victim of a fatal occurrence. The Criminal Injuries Compensation Board also awards compensation to police and others taking part in law enforcement.

416-965-2561

SOL GEN, CENTRE OF FORENSIC SCIENCES prepares legally admissible evidence for law enforcement officers, attorneys, coroners, etc., by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

416-965-1554

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies & biological and other

techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and sudden death investigations.

416-965-6071

SOL GEN, ONTARIO POLICE COMMISSION ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

416-965-4456

SOL GEN, OPP, CENTRAL RECORDS & COMMUNICATIONS BR maintains a central police records centre, the Ontario Provincial Police (OPP) teletype network, and Canadian Police Information Centre (CPIC) computer terminals at OPP installations. The branch provides management information; also disseminates information relating to criminal activities, suspended Ontario drivers, and vehicle registration data to law enforcement agencies.

416-965-8114

SOL GEN, OPP, SPECIAL INVESTIGATION BR provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies which deal with liquor licensing, liquor laws infractions, gambling, and suppression of illegal drugs.

AW REFORM

416-965-4761

ATT GEN, ONTARIO LAW REFORM COMMISSION inquires into any matters relating to law reform, the administration of justice, judicial and quasi-judicial procedures. The Ontario Law Reform Commission conducts legal research to carry out these functions. The Professional Organizations Project (965-2740) was formed in July, 1976 to study the administration of these statutes: Architects Act, Law Society Act, Notaries Act, Professional Engineers Act, Public Accountancy Act.

EAD

Lead emissions, see Env Air Resources Br

LEARNERS PERMITS

416-965-7143

TR & COMM, DRIVER LICENSING OFFICE issues an appropriate drivers licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on collisions. For driver examination contact regional or district offices.

LEARNING DISABILITIES

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

LEGAL AID

416-598-0200

ONTARIO LEGAL AID PLAN is operated by the Law Society of Upper Canada, under authority of the Attorney General of Ontario. The Ontario Legal Aid Act ensures that no one shall be denied the services or advice of a lawyer because of lack of money. Every resident of Ontario, and in certain circumstances non-residents, may apply for legal assistance with the local area office. Qualification is based on need with the local Community & Social Services District Office conducting an investigation of income, expenses and capital assets of the applicant. A report is made to the Legal Aid Area Director as to whether applicant pays nothing, a portion, or all costs of the legal aid applied for. In this last situation, a person would be ineligible. The Legal Aid Certificate issued to an approved applicant is presented to lawyer of his/her choice who participates in the plan. Consult local telephone directory for legal aid office in area. In the Judicial District of York, contact 598-0200.

LEGAL HOLIDAYS

Legal Holidays, see Labour Employment Standards Br.

LEGAL RESEARCH

416-965-4761

ATT GEN, ONTARIO LAW REFORM COMMISSION inquires into any matters relating to law reform, the administration of justice, judicial and quasi-judicial procedures. The Ontario Law Reform Commission conducts legal research to carry out these functions. The Professional Organizations Project (965-2740) was formed in July, 1976 to study the administration of these statutes: Architects Act, Law Society Act, Notaries Act, Professional Engineers Act, Public Accountancy Act.

LEGAL SERVICES

Legal Services Branch in each ministry counsels the ministry on legal matters including: interpretation of statutes and regulations; preparation and review of proposed legislation, regulations and other legal documents. Supplies the ministry with general legal services such as preparing litigation, settlement of claims, acting at court hearings, etc. Legal Branches are responsible to the Attorney General's Office.

416-965-6805

AG & FOOD, LEGAL BR provides legal services for the Ministry of Agriculture and Food. For a description of branch activities, see first entry under legal services.

416-965-4337

CCR, LEGAL SERVICES Section provides legal services for the Ministry of Consumer and Commercial Relations. For a description of activities see first entry under legal services.

416-965-1928

COLL UNIV, LEGAL OFFICER performs legal services for the ministry. For a description of functions, see first entry under legal services.

416-965-5147

COMM SOC, LEGAL SERVICES BR provides legal services for the Ministry of Community and Social Services. For a description of branch activities, see first entry under legal services.

416-965-6884

CORR SERV, LEGAL SERVICES BR provides legal services for the Ministry of Correctional Services. For a description of branch activities, see first entry under legal services.

416-965-5793

CULT & REC, LEGAL SERVICES BR provides legal services for the ministry and its agencies. For a description of branch

activities see first entry under legal services.

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards, municipalities, teachers and the public about education legislation that affects their rights duties and responsibilities.

416-965-2684

ENV, LEGAL SERVICES BR provides legal services for the ministry. For a description of branch activities see first entry under legal services.

416-965-1141

GOVT SERV, LEGAL BR provides legal services for the ministry in the areas of conveyancing and contracts, e.g. the acquisition (including expropriation), sale and lease of land, buildings negotiation and formulation of building contracts, computer contracts and contracts for other types of services. Provides legal opinions relating to pension benefits and litigation relating to the collection of outstanding accounts.

416-965-2477

HEALTH, LEGAL BR provides legal services for the Ministry of Health. For a description of branch activities, see first entry under legal services.

416-965-9849

HOUSING, LEGAL SERVICES BR provides legal services for all branches of the Ministry of Housing including the Ontario Housing Corporation and the Ontario Mortgage Corporation. For a description of activities see first entry under Legal Services.

416-965-6625

LABOUR, LEGAL BR provides legal services for the Ministry of Labour. For a description of branch activities, see first entry under Legal Services.

416-965-2748

NAT RES, LEGAL SERVICES BR provides legal services for the Ministry of Natural Resources. For a description of branch activities, see first entry under legal services.

416-965-1264

REVENUE, LEGAL SERVICES BR provides legal services for the Ministry of Revenue. For a description of branch activities

see first entry under legal services.

416-965-3440

SOL GEN, LEGAL SERVICES provides legal services for the Ministry. For a description of functions, see first entry under legal services.

416-965-6926

TE & IA, OFFICE OF LEGAL SERVICES provides legal services for the Ministry of Treasury, Economics and Intergovernmental Affairs. For a description of branch activities, see first entry under legal services.

416-248-3381

TR & COMM, EXTERNAL RELATIONS DIVISION provides legal services for the ministry through the Office of Legal Services (248-3617). The Division Support & Claims Branch (248-3127) handles insurance claims against the Crown for injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles; processes claims for personal injury involving government employees where a third party is involved and the employee has accepted Workmen's Compensation.

LEGISLATION

416-965-1406

LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly, and is responsible for procedure and the daily publication of the Order Paper and Votes and Proceedings, the official record of the activities of the House. The Clerk's Office will answer questions about the status of legislation before the House, and rules pertaining to Private Bills. Also provides certified copies of parliamentary bills.

LEGISLATIVE ASSEMBLY LEGISLATIVE LIBRARY

416-965-4545

LEGISLATIVE ASSEMBLY, LEGISLATIVE LIBRARY provides an information service to each Member of Provincial Parliament (MPP) and staff members of Ontario ministries and agencies. As well as books in the humanities and law, the legislative library has a large collection of Ontario, Canadian and United States government publications, and all the major Ontario daily and weekly newspapers.

LEGISLATIVE ASSEMBLY OFFICE ADMINISTRATIVE

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her

staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides visitors with Ontario travel information and direction to various government offices. Bilingual guides are available. Stewards Branch (965-7651) administers the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clipping service.

LEGISLATIVE ASSEMBLY OFFICE CLERK'S OFFICE 416-965-1406

LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly, and is responsible for procedure and the daily publication of the Order Paper and Votes and Proceedings, the official record of the activities of the House. The Clerk's Office will answer questions about the status of legislation before the House, and rules pertaining to Private Bills. Also provides certified copies of parliamentary bills.

LEGISLATIVE ASSEMBLY OFFICE HANSARD 416-965-1456

LEGISLATIVE ASSEMBLY, HANSARD Reporting Services covers all sittings of the Legislature of Ontario and selected committees and publishes an Official Report (Hansard). The final printed Hansard is distributed to each Member of Provincial Parliament (MPP) and is available from the Ontario Government Bookstore, 880 Bay St., Toronto, telephone 965-2054, and in most libraries. To subscribe to the Hansard, contact Printing Services Branch, Print Procurement Service, Min. of Government Services, 9th floor, Ferguson Block, Queen's Park, telephone 965-2238.

LEGISLATIVE ASSEMBLY OFFICE SPEAKER'S OFFICE 416-965-2331

LEGISLATIVE ASSEMBLY, SPEAKER'S OFFICE. The Speaker of the Assembly is its Chief Presiding Officer and is responsible for both policy and operations. The Speaker is also Chairman of the Board of Internal Economy that governs financial affairs of the Assembly, including review of estimates. The office also includes the Sergeant-at-Arms of the Assembly as well as the Pages employed during sessions.

LEGISLATIVE ASSEMBLY RETIREMENT

416-965-6861

GOVT SERV, EMPLOYEE BENEFITS BR administers the following employee benefits plans: Public Service Superannuation Act (PSSA), Superannuation Adjustment Benefits Act (SABA), Legislative Assembly Retirement Allowances Act (LARAA), Employees' Group Insurance Plan (EGP), Long Term Income

Protection (LTIP) for employees of the Ontario Public Service only. Informs existing and retired employees of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

LEGISLATIVE BUILDING

416-965-6415

GOVT SERV, LEGISLATIVE SERVICES BR provides housekeeping, maintenance, steward and messenger services and support services to the Lieutenant Governor, Office of the Premier, Office of the Speaker and each Member of Provincial Parliament (MPP) in the Legislative Building. The media studio and its physical facilities (Phone 965-1164) are for the use of cabinet ministers, ministries and members of the legislature.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides visitors with Ontario travel information and direction to various government offices. Bilingual guides are available. Stewards Branch (965-7651) administers the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clipping service.

LEGISLATIVE COUNSEL SERVICES

416-965-2841

ATT GEN, LEGISLATIVE COUNSEL SERVICES provides legislative advisory services to members of provincial parliament (MPP), government Ministers and Ministries. The Legislative Counsel Services is responsible for the drafting of bills and regulations, and for the preparation of annual statute books and the filing and publishing of regulations. For information on regulations, contact 965-2854.

LEGISLATIVE LIBRARY

416-965-4545

LEGISLATIVE ASSEMBLY, LEGISLATIVE LIBRARY provides an information service to each Member of Provincial Parliament (MPP) and staff members of Ontario ministries and agencies. As well as books in the humanities and law, the legislative library has a large collection of Ontario, Canadian and United States government publications, and all the major

Ontario daily and weekly newspapers.

LEPROSY

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

LETTERS PATENT

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of church and non-profit corporations and cooperatives, and issues letter patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-5424

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change of by-laws, special resolutions, cancellation of charters (letters patent, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revivals of corporations.

LIBERAL PARTY CAUCUS OFFICE

416-965-1676

LIBERAL PARTY CAUCUS OFFICE. Each Member of Provincial Parliament (MPP) belonging to the Liberal Party belongs to the Liberal Party Caucus. In the June 9, 1977 provincial election, the Liberal Party became the Official Opposition to the Ontario Government. The Caucus Office responds to inquiries and requests for assistance from the public and from other governmental jurisdictions. Reviews input from the public on matters of provincial jurisdiction.

LIBRARY

416-965-627

ATT GEN, POLICY DEVELOPMENT DIV duties include: research and analysis of all aspects of the administration of justice in Ontario, continual review of the statutes administered by the ministry, developing its legislative program, and

advising the Attorney General and his Deputy during the legislative progress of a bill. Operates the ministry library which serves the Crown Law Office and field offices.

416-965-1438

CIV SERV, STAFF TRAINING & DEVELOPMENT BR. Staff Training & Development Services Section (965-1438) identifies training and development needs of Ontario Government employees. Develops appropriate learning experience to meet these needs and evaluates effectiveness of this training. Courses and seminars are usually held at the Staff Development Centre, Kempenfeldt Bay, Barrie (705-728-2321). French Language Services Section (965-4162) offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges. Library (965-7096) offers specialized services in the management science field.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private groups, develops policy on and subsidizes local residential care, extended health care, Homes for the Aged and social services for senior citizens. Assists in community outreach programs e.g. meals-on-wheels, day care, vacation care. Other programs include: operating grants for Elderly Persons Centres and senior volunteers. Helps people in retirement planning. Conducts Long-Term Study on Aging (LSA) (phone 965-5103). Provides grants for aging research and facilities, including the J. W. Crane Memorial Library of Geriatrics and Gerontology, phone 367-8867. Contact district

office.

416-965-6491

CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to the adult and juvenile programs of the Ministry. Consultants in psychiatry, dentistry, psychology, social work and chaplaincy are responsible for planning and supervision of services in these fields. Library Services Br (965-7773) provides library services to inmates and wards under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation

citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-2696

CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public libraries throughout Ontario. Provides library grants, library by-laws and statistics, and other information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For Children.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-6407

EDUC, COMMUNICATIONS SERVICES BR is the information service for the Ministry of Education. For a description of activities see first entry under information service. In addition its Library Services Section provides the Ministry of Education with library services, a newspaper clipping service, conference information, and selective dissemination of information relevant to ministry projects.

416-965-3246

ENERGY, THE MINISTRY OF ENERGY ensures that Ontario receives an adequate and secure supply of energy at reasonable prices with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the energy sector more as a catalyst than as an operating agency. Functions include reviewing and advising on energy matters and policy; maintaining liaison between the government and Ontario Hydro Corporation; applying energy policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the Ontario Energy Board, both of which function independently of the ministry. Operates a library (Tel. 965-9174). For general information service contact 965-3246.

416-965-6961

ENV, ADMINISTRATIVE SERVICES BR, in addition to the usual administrative services functions (see first entry under administrative services for description), provides a broad range of support services to ministry programs. These include inventory and fixed asset control, editing and coordination of Policy and Procedures Manual, systems and EI planning and operation. In Toronto, its library at 135 St. Clair Ave West (965-7978), and another at Resources Road (248-3048), are open to the public.

416-965-7048

ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises on environmental research grants and evaluates results. Coordinates pesticide problems. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section, phone: 965-2401.

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms, and supplies printing and typographic services to Ontario Government ministries and agencies through the graphic arts industry in Ontario. Also provides subscriptions to Hansar Bills, Votes and Proceedings and Order Papers (965-2238). Duplicating Service (965-2211) provides an in-plant reproduction facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through both the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) responsible for the library depository system, cataloguing, inventory control and distribution of Ontario government publications.

416-965-6937

GOVT SERV, SUPPLY ADMINISTRATION BR provides a government-wide purchasing service, including development of specifications and standards. Develops Collective Purchasing Arrangements for commodities commonly used by Ontario Government ministries and agencies. In addition to purchasing the requirements of the Ministry of Government Services, the branch purchases furniture and all other furnishings for other ministries and other items required for

the initial outfitting of new facilities. Operates the Public Tenders Office to receive tenders for government contracts. Maintains suppliers lists by vendor and commodity, and a vendors catalogue library. Controls and directs government assets disposal.

416-965-5051

HEALTH, SUPPLY AND SERVICES BR provides administrative services for the ministry and liaises in related activities with other ministries. Four areas of responsibility are: Supply Area (Tel. 965-3550) handles provision of goods and services such as central stationery & publications stores, government pharmacy warehouse, purchasing, transport service & assets management. Common Service Area (965-2850) provides microrecording service including health insurance microfilms, central files, library service, mail & messenger service, printing & photocopying, etc. Accommodation Area (965-2431) facilitates accommodation requirements. Special Services Area (965-5052) provides support services such as motor vehicle & liability insurance, motor vehicle accident reports, issuance of motor vehicle licences, parking licences and ID Cards, and quotation opening.

416-965-5466

IND & TOUR, COMMUNICATIONS DIV has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with photography, audio-visual, publications, releases, speeches, media liaison and other information services (see also first entry under information service). Operates a library of still and motion pictures to lend to groups interested in tourism. Film catalogues available.

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR Management Services Section provides management programs, printing and distribution services (965-5442), mail services (965-4278), purchasing services (965-4311), travel service and general office services (965-4323), and foreign language services (965-1587). Records Services Section (965-1873) provides records and forms control and central filing. Library Services Section (965-3365) has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages,

labour relations, safety, collective bargaining, work conditions, unemployment. Provides internal policy analysis Collects and analyzes Ontario Collective Bargaining Agreements (Phone: 965-6886). Maintains a library containing labour related material (Phone: 965-1641).

416-965-4545

LEGISLATIVE ASSEMBLY, LEGISLATIVE LIBRARY provides an information service to each Member of Provincial Parliament (MPP) and staff members of Ontario ministries and agencies. As well as books in the humanities and law, the legislative library has a large collection of Ontario, Canadian and United States government publications, and all the major Ontario daily and weekly newspapers.

416-965-2314

TE & IA, LIBRARY SERVICES BR has reference materials for use by the Ministry and its agencies, and to a lesser extent, by other provincial and federal ministries. The Library has three indices which may be of interest to municipalities and the public: an index to the Private Acts of Ontario since 1867; an index and History of Incorporation for Ontario Municipalities since 1792; an index to unincorporated places in Ontario. Questions on annexations, amalgamations, dissolutions of municipalities, e.g. to which county or district certain townships, villages, towns and cities belong, can be answered by this branch.

416-248-3178

TR & COMM, SUPPLY AND SERVICES BR provides the Ministry with a variety of services. Tenders Office (248-3651) advertises and supplies information on construction and supply contracts and conducts public tender openings. Purchasing & Supply Office (248-3361) purchases and disposes of all motor vehicles used by the Ontario government; purchases construction, maintenance and operating supplies and equipment. General Services Office (248-3853) operates a government garage service, instrument repair service; controls movable assets. Special Services Office (248-3364) provides administrative services, including accommodation design and control, office furnishings; establishes sites and inspects freeway service centres; and provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) maintains a reference library on ministry programs; prepares manuals, publications, maps and photographs for ministry and public distribution; performs records management function. Graphi Services Office (248-3557) provides art, display, reproduction facilities.

LICENCE OF OCCUPATION

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

LICENCES

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act, 1972 which provides for the issuance of licences for, and inspection of, tile drainage contractors, their machines and machine operators.

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and

improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested to determine butterfat content. This branch has responsibility for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario. If such sale is conducted within a municipality, only a municipal auctioneer's licence is required.

416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO is responsible for policy development in the area of producing, processing and marketing milk and dairy products. The Milk Commission of Ontario also serves as an appeal tribunal for anyone within the industry who feels aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch. Also interprets the Milk Act and its regulations to the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. The Milk Quality Program provides for inspection of all dairy farms and monthly testing of raw milk. The Milk Products Program arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulate plants manufacturing milk products, oleomargarine and edible oils. The Central Milk Testing Laboratory in Guelph analyze all samples for butterfat, protein and lactose using the Infra Red Milk Analyzer (IRMA) and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedure

to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-5841

AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues licences and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

416-965-4121

CCR, BOILERS AND PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-5424

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section

deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of charters (letters patent, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advise policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor licences for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for licensed establishments. For general information, phone 965-1387; transfers, 965-4691; special occasion permits, 965-4675; advertising, 965-3450.

416-965-5181

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

416-965-0520

CCR, ONTARIO RACING COMMISSION (ORC) promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

416-965-4188

CCR, OPERATING ENGINEERS BR promotes the safe operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm, 16mm projectors and films. Also examines and licenses projectionists. Approves motion picture advertising and classification.

416-965-4490

CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research on history and information on archaeology that is necessary in the planning and development of Ontario government programs. Provides the Ontario Heritage Foundation with professional archaeological assistance. Answers inquiries about archaeological licences.

416-965-5727

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing licences for archaeology and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

416-965-7627

CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-7048

ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises on environmental research grants and evaluates results. Coordinates pesticide problems. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section, phone: 965-2401.

416-965-2401

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides and herbicides. Issues licences for use and sale of pesticides. Has publications on, and answers inquiries about, control of household pests, insects, etc. Contact regional office.

416-965-6194

ENV, WATER RESOURCES BRANCH HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

416-965-4063

HEALTH, INSPECTION BR LABORATORY LICENSING Service ensures the development and maintenance of high standards of medical laboratory services in Ontario and to encourage most economical use of available resources through a licensing and inspection program. Private and hospital laboratories are inspected annually, or as necessary, and facts on all aspects of laboratory operation are gathered. Also issues licences to specimen collection centres (bleeding stations).

416-965-5757

IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipa

officials, chambers of commerce, local tourism groups and regional travel associations on planning, development and marketing of tourism area facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues licences to tourism establishments and takes complaints about them. Assists with implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and

licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

416-965-1578

TR & COMM, DRIVER CONTROL OFFICE ensures that Ontario driver are competent to operate vehicles; keeps records to identify problem drivers. Runs demerit point system; issues warnings conducts interviews, re-examinations, and suspends and reinstates licences as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re suspensions under the Motor Vehicle Accident Claims Act, call CCR Motor Vehicle Accident Claims, Tel. 965-6701. For fines non-payment, call Defaulted Fines Control Centre under the Ministry of the Attorney General, Tel. 965-3711.

416-965-7143

TR & COMM, DRIVER LICENSING OFFICE issues an appropriate drivers licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on collisions. For driver examination contact regional or district offices.

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices in Ontario, serves the public by administering programs for the examination of drivers and for the safety and mechanical fitness inspection of vehicles. Driver licensing involves examination of applicants for operator's licences, chauffeur's licences, motorcycle licences, and for authority to drive a school bus. Issues annual, project, single trip and farm permits. Contact regional or district offices. I

Metro Toronto, call Central Region, 248-7163.

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING OFFICE issues licences to public vehicles (PV), e.g. every bus, and to public commercial vehicles (PCV), e.g. trucks and truck tractors, operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

416-965-1845

TR & COMM, ONT HIGHWAY TRANSPORT BOARD, an administrative tribunal, serves the people of Ontario by certifying to the Minister of Transportation & Communications the public necessity and convenience of highway transport services, resulting in the issuance of licences for the carriage of goods and/or passengers for compensation.

416-965-1226

TR & COMM, VEHICLE LICENSING OFFICE registers motor vehicles, trailers and snowmobiles. Issues licences to all premises used for selling, repairing or dismantling motor vehicles, e.g. garages, vehicle dealers, etc. Contact local Motor Vehicle Licensing Office. Requests for information on ownership of a specific vehicle should be made in writing to: Ministry of Transportation and Communications, Macdonald Block, Queen's Park, Toronto, enclosing \$3.00 fee.

CENSE

License, see Licences

ENS

Liens on motor vehicles under the Personal Property Security Act, see Ccr Personal Property Registration Br.

416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-1774.

LIGHT RAIL TRANSIT

Light Rail Transit, see Tr & Comm Systems Research Transit Systems.

LIMITED COMPANIES

Limited Companies, see Corporations, also Partnerships

LIQUOR

416-965-4911

CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and wines) for home consumption and to licensed establishments in government stores throughout Ontario. The Liquor Control Board imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply. Consultants are available in many metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers. Age of Majority cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from LCBO store and brewers retail outlets.

416-965-7798

CCR, LIQUOR LICENCE APPEAL TRIBUNAL hears appeals from persons aggrieved by a decision of the Liquor Licence Board

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor licences for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for licensed establishments. For general information, phone 965-1387; transfers, 965-4691; special occasion permits, 965-4675; advertising, 965-3450.

416-965-6831

ONTARIO ELECTION OFFICE serves government ministries and agencies and the public by providing information relating to legislation and procedures for votes taken at a General Election or By-Election under the Ontario Election Act, and plebiscites under the Liquor Licence Act. To find out name, telephone number and contact address of the Members of Provincial Parliament (MPP) in one's electoral district, phone the Election Office. Historical information on previous elections, Legislatures and Cabinets also available. The Ontario Election Office is part of the Legislative Assembly Office.

416-965-8114

SOL GEN, OPP, SPECIAL INVESTIGATION BR provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies which deal with liquor licensing, liquor laws infractions, gambling, and suppression of illegal drugs.

QUOR CONTROL BOARD

416-965-4911

CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and wines) for home consumption and to licensed establishments in government stores throughout Ontario. The Liquor Control Board imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply. Consultants are available in many metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers. Age of Majority cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from LCBO stores and brewers retail outlets.

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LITTER

Litter, see Waste

LIVESTOCK

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling,

in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS in county or district offices.

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested to determine butterfat content. This branch has responsibility for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario. If such sale is conducted within a municipality, only a municipal auctioneer's licence is required.

416-767-1163

AG & FOOD, ONTARIO STOCK YARDS BOARD operates under the federal Livestock & Livestock Producers' Act because of interprovincial trade. Some of the duties of the Ontario Stock Yards Board are to provide facilities for the weighing of livestock and supervising all scale operations. Sales agencies operating in the yard are licensed by the board to act as representatives in the selling of livestock.

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative services to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in

designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

LOANS COMPANIES

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

LOANS

Loans, see also Grants

416-965-1064

AG & FOOD, ECONOMICS BR undertakes research into economic aspects of agriculture, including production, marketing, land use planning, rural sociology, statistics, loans to cooperatives.

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at college and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL) and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-7635

CULT & REC HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides support for Ontario Heritage Foundation grants or loans to encourage renovation and restoration of buildings of historical importance or architectural value. Helpful advice on preservation is offered to organizations and individuals, including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums a Heritage Admin Br Historical for other activities of the branch.

416-965-5727

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing licences for archaeology and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

416-965-2611

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611), accounting (965-2612),

and audit (965-5833), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (B). This branch administers provincial programs designed to improve downtown or business districts. Section 361 of the Municipal Act permits concerned businessmen to establish improvement areas and raise funds to improve and beautify municipally owned lands, buildings and structures in the area. The Ontario Downtown Revitalization Program helps municipalities with a maximum population of 125,000 to receive public investment for 'seeding' projects to restore confidence in a community's core area. Subject to availability funds are provided by the province in the form of partially recoverable loans up to a maximum two-thirds of the approved cost of the project. See also Housing, Community Renewal Br (A).

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (A). This branch administers provincial and federal-provincial programs designed to upgrade existing housing, and to help generate programs that will improve the total environment of these homes. The federal-provincial Neighbourhood Improvement Program (NIP) offers grant and loan assistance to municipalities to upgrade older residential neighbourhoods. Areas designated under the NIP are also eligible for funds under the federal Residential Rehabilitation Assistance Program (RRAP) to upgrade individual properties to minimum standards. The provincial Ontario Home Renewal Program (OHRP) provides per-capita grants to municipalities to administer directly as loans to owner-occupants whose adjusted annual family income is under \$12,500. An experimental OHRP Rental Program helps landlords upgrade premises rented to low and moderate income families. In unorganized territories OHRP is administered through provincial northern affairs officers. See also Housing, Community Renewal Br (B).

416-965-3173

HOUSING, ONTARIO HOUSING ACTION PROGRAM works with provincial ministries and agencies, regional and area municipalities and private industry to expedite production and stabilize costs of new housing, especially for lower and moderate income families. The Ontario Housing Action Program (OHAP) also provides financial assistance to municipalities: interest-free loans for major servicing, planning study grants and unconditional housing incentive grants.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film production and industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tou Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks; providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

416-965-2204

TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on

provincially-owned properties (965-2428).

LOCAL GOVERNMENT

Local Government, see Municipalities

LOCKOUTS

Lockouts, see also Education Relations Commission.

416-965-7941

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

LOGGING

Logging, see Timber

LONG TERM INCOME PROTECTION

416-965-6861

GOVT SERV, EMPLOYEE BENEFITS BR administers the following employee benefits plans: Public Service Superannuation Act (PSSA), Superannuation Adjustment Benefits Act (SABA), Legislative Assembly Retirement Allowances Act (LARAA), Employees' Group Insurance Plan (EGP), Long Term Income Protection (LTIP) for employees of the Ontario Public Service only. Informs existing and retired employees of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

LOTTERY

416-965-5181

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; to support community programs teaching primary ambulatory care to health professionals on a team-care approach; to encourage physicians (965-1170) and dentists (965-5036) to set up practices in underserviced areas; and to attract individuals to priority health training programs. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery funds for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

MACHINERY

Machinery (farm), see Ag & Food, Farm Machinery Board.

MAIL DELIVERY

416-965-1051

GOVT SERV, SPECIAL SERVICES BR provides Ontario government ministries with these services: complete mass mailing, including addressing, labelling, folding and inserting, in addition to regular mail delivery (Tel. 965-6902); a collection service for money due to the government (Tel. 965-5195). Operates the Records Centre which provides secure storage for inactive government records and security copies of computer tapes and microfilm (279-5493); a complete vehicle repair and trucking service, available to ministries on a charge-back basis.

MAINTENANCE

Maintenance Services, see Govt Serv Property Management Br.

MALVERN

Malvern, see Housing Project Planning & Evaluation

MANAGEMENT BOARD SECRETARIAT

416-965-1772

MANAGEMENT BOARD SECRETARAT provides staff support and advice to the Management Board of Cabinet and other Cabinet Committees. Its clientele is entirely internal to Government. Being a support function to a Cabinet Committee, the Secretariat follows Cabinet procedures regarding confidentiality.

MANAGEMENT CONSULTING

416-965-1727

GOVT SERV, MANAGEMENT CONSULTING SERVICES Division provides professional management consulting services to the ministries and agencies of the Ontario government in the areas of organization, operations, human resources management, electronic data processing (EDP), management information systems, finance, management science and actuarial science. The division also acts as actuaries to the Public Service Superannuation Fund (PSSF).

MANPOWER

416-965-6149

AG & FOOD, AGRICULTURAL MANPOWER SERVICES BR assists Ontario farmers with their manpower requirements by providing: a placement service for full-time farm workers; a labour pool service in West Toronto that places seasonal employees on farms within commuting distance of Toronto; training programs and advisory services for farm workers; financial assistance for the construction of housing to accommodate seasonal farm workers. Also provides opportunities for students and young agriculturalists to broaden their knowledge by working on Ontario farms.

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Manpower for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools, and for Regional Nursing Assistant (RNA) schools. For information about private vocational schools, contact 965-9127. For information about RNA schools and the RNA program, contact 965-4051.

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training

programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries listed separately in this index. The Selective Placement Section provides professional and skilled manpower counselling and, in cooperation with Canada Manpower & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-9017

LABOUR, ONTARIO MANPOWER COMMITTEE SECRETARIAT is a coordination agency that supports the Ontario Manpower Coordinating Committee (OMCC). The OMCC is chaired by the Minister of Labour and comprises Deputy Ministers and Deputy Provincial Secretaries of the ministries and policy fields having manpower responsibilities. The OMCC was established to develop and articulate Ontario position on manpower issues, to improve interministerial cooperation and information flow and to ensure that Ontario's interests, rather than those of one ministry alone, are reflected in dealings with the federal government. The Secretariat is responsible for over-all coordination functions such as definition and analysis of manpower issues and policies, exchange of information on the labour market, representation of Ontario at interprovincial and federal-provincial meetings, development of manpower programs or activities that have not yet been assigned to a particular ministry.

MANUFACTURERS

Manufacturers, see also Manufacturing

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR maintains staff in Regional Offices across the province to counsel, in broad terms, small size Ontario Businesses (mainly manufacturers) to increase economic effectiveness, stimulate growth, reduce costs, increase sales, conserve energy and assist in the development of new products and processes. Contact Queen's Park, Toronto (965-0410) or Regional Offices. Regional Office serving Metro Toronto is located at 5 Fairview Mall Drive, Willowdale (491-7680). See also Ind & Tour Small Business Operations Div, Ind & Tour Consultative Services Br Counselling, and Ind & Tour Consultative Services Br Grants.

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS provides financial assistance to small businesses for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturers through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturers through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program

(BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park or Regional Offices (in Metro Toronto, 491-7680).

416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film production and industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the

public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

MANUFACTURING

Manufacturing, see also Manufacturers

416-965-5715

IND & TOUR, INDUSTRY & TRADE DEV BR assists business to develop trade leads and sales outlets outside Ontario. Investigates marketing problems, screens potential licensees or joint ventures partners. Organizes trade, technology and Business Opportunity Missions and international trade fairs. Assists and counsels companies from outside Ontario seeking manufacturing, industry investment opportunities in Ontario. The branch is divided into four geographical areas: North America (965-3563); Europe (965-5715); the U.K. (965-5715) or contact Ontario House at Charles 11 St., London SW1 4QS, England); and Special Areas (965-5715) which deals with the remaining areas and also manages and coordinates the activities of the ministry's offices in Toyko and Mexico City.

416-965-5491

IND & TOUR, INDUSTRY BR, Product-Manufacturing Development Section assists manufacturing companies to expand and diversify production by identifying opportunities through licensing arrangements, joint ventures, mergers and acquisitions, contracts and inventions, Product Prospecting Missions, Manufacturing Opportunity Days (MOD), Shows and Bulletins. Contact Queen's Park or Regional Offices. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Industrial Services.

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks: providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to

manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

MAPLE SYRUP

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provide scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

MAPS

Map information and distribution, see Nat Res Administrative Services Br.

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical

heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies, through statutory control, important non-current records, and from other sources, through donation or purchase, any important manuscripts, maps, pictures, photographs, early newspapers, etc. dealing with Ontario history. Operates a public reading room for those doing historical, administrative, legal or other research. The Archives welcomes information on the location of historical material. The Archives of Ontario also advises and assists ministries and agencies in the economic and efficient management of records, forms, microrecording, correspondence, reports. Coordinates Records Management training courses. Contact 965-2187.

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps. Mines publications are also available (965-1348). For a description of administrative service functions, see first entry under administrative services. The branch does not handle ministry mail service which is the responsibility of the Financial Management Branch.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

416-965-4538

NAT RES, SURVEYS & MAPPING BRANCH B. The Branch provides topographical and cadastral descriptions of the land base. A Task Force on Geographic Referencing will define one comprehensive system to allow rapid, visual geographic correlation of physical properties, resources, legal status, etc. of provincial land. The Ontario Centre for Remote

Sensing (965-8411) serves the provincial government by providing special-mission aerial photography, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. The Ontario Geographic Names Board (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places, localities and other topographic entities in Ontario. Consults with federal and municipal governments on related activities. Arbitrates geographic names issues and directs toponymic research. See also Nat Res Surveys & Mapping Branch (A) for other activities.

416-248-3248

TR & COMM, SURVEYS AND PLANS OFFICE, Highway Engineering Div provides the ministry with: aerial and ground surveys relative to remote sensing, computer graphics, photogrammetric plans, cartographic maps, legal survey plans and documents. Maps are also available to the public. Contact regional or district offices.

MARINA

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

MARKET RESEARCH

Market Research, see Ind & Tour Economic Analysis & Research Br.

MARKETING

Marketing, see subject or area involved, e.g. Industry, Tourism, Farm Products.

MARRIAGES

416-965-7523

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, METRO TORONTO deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Court offices (965-7515). For inquiries re: payment of fines following conviction, and drivers licence licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the Court's branches or to the Bail Office at 965-7522. Civil marriages ceremonies are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of \$3.00 each. Provision is made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

MATERNITY LEAVE

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

MATTRESS

Mattress, see Upholstered and Stuffed Articles

MAUSOLEUM

Mausoleum, see Cemeteries

MEAT INSPECTION

416-965-5841

AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issue licences and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

MECHANICAL FITNESS

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices in Ontario, serves the public by administering programs for the examination of drivers and for the safety and mechanical fitness inspection of vehicles. Driver licensing involves examination of applicants for operator's licences, chauffeur's licences, motorcycle licences, and for authority to drive a school bus. Issues annual, project, single trip and farm permits. Contact regional or district offices. In Metro Toronto, call Central Region, 248-7163.

MEDIA STUDIO

416-965-6415

GOVT SERV, LEGISLATIVE SERVICES BR provides housekeeping, maintenance, steward and messenger services and support services to the Lieutenant Governor, Office of the Premier, Office of the Speaker and each Member of Provincial Parliament (MPP) in the Legislative Building. The media studio and its physical facilities (Phone 965-1164) are for the use of cabinet ministers, ministries and members of the legislature.

MEDIATION

416-965-7941

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

MEDICAL ASSOCIATIONS

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance

(965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

MEMBER OF PROVINCIAL PARLIAMENT

416-965-2337

GOVERNMENT CAUCUS OFFICE. In the June 9, 1977 provincial election, the Progressive Conservative Party (PC) was returned to Government. Each Member of Provincial Parliament belonging to the Progressive Conservative Party belongs to the Government Caucus. The Caucus deliberates policies and programs which will become part of legislation to be introduced in the Legislature. Specific Committees are responsible for certain areas. The Caucus Office has a Chief Whip who looks after attendance in full Caucus, Committee meetings and in the Legislature, and keeps all members informed as to what votes are expected in the Legislature.

416-965-6415

GOVT SERV, LEGISLATIVE SERVICES BR provides housekeeping, maintenance, steward and messenger services and support services to the Lieutenant Governor, Office of the Premier, Office of the Speaker and each Member of Provincial Parliament (MPP) in the Legislative Building. The media studio and its physical facilities (Phone 965-1164) are for the use of cabinet ministers, ministries and members of the legislature.

416-965-4545

LEGISLATIVE ASSEMBLY, LEGISLATIVE LIBRARY provides an information service to each Member of Provincial Parliament (MPP) and staff members of Ontario ministries and agencies. As well as books in the humanities and law, the legislative library has a large collection of Ontario, Canadian and United States government publications, and all the major Ontario daily and weekly newspapers.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services

for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides visitors with Ontario travel information and direction to various government offices. Bilingual guides are available. Stewards Branch (965-7651) administers the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clipping service.

416-965-1456

LEGISLATIVE ASSEMBLY, HANSARD Reporting Services covers all sittings of the Legislature of Ontario and selected committees and publishes an Official Report (Hansard). The final printed Hansard is distributed to each Member of Provincial Parliament (MPP) and is available from the Ontario Government Bookstore, 880 Bay St., Toronto, telephone 965-2054, and in most libraries. To subscribe to the Hansard, contact Printing Services Branch, Print Procurement Service, Min. of Government Services, 9th floor, Ferguson Block, Queen's Park, telephone 965-2238.

416-965-1676

LIBERAL PARTY CAUCUS OFFICE. Each Member of Provincial Parliament (MPP) belonging to the Liberal Party belongs to the Liberal Party Caucus. In the June 9, 1977 provincial election, the Liberal Party became the Official Opposition in the Ontario Government. The Caucus Office responds to inquiries and requests for assistance from the public and from other governmental jurisdictions. Reviews input from the public on matters of provincial jurisdiction.

416-965-6494

NEW DEMOCRATIC PARTY CAUCUS OFFICE. Each Member of Provincial Parliament (MPP) belonging to the New Democratic Party (NDP) belongs to the NDP Caucus. The Caucus Office answers and deals with inquiries from the public and from other governmental jurisdictions. For general information, phone 965-6494. To contact NDP Research Office, phone 965-5392.

MENTAL HEALTH

416-965-8067

HEALTH, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and adolescents

who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. The branch also funds several out-patient clinics in general hospitals, and two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

416-920-7721

HEALTH, ONTARIO MENTAL HEALTH FOUNDATION provides grants for mental health research. The Ontario Mental Health Foundation supports specific projects, also predoctoral and postdoctoral students and postgraduate independent research.

ENTAL RETARDATION

Mental Retardation, see Retardation, also Retarded

ENTALLY ILL

Mentally Ill, see Mentally Incompetent, also Mental Health

ENTALLY INCOMPETENT

416-965-1865

ATT GEN, OFFICIAL GUARDIAN represents the civil rights of persons under a legal disability usually under 18 years of age, or mentally incompetent, as well as unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases. The Official Guardian's jurisdiction is province-wide.

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

MERCURY LEVELS

Mercury Levels, see Env, Water Resources Br, Limnology and Toxicity Section.

MERCY FLIGHTS

705-942-1800

NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

METALLURGICAL

Metallurgical, see also Metals

416-965-8510

LABOUR, MINES ENGINEERING BR reviews, advises on and approve pre-development plans of new mining and metallurgical companies in compliance with Ontario Government legislation protecting the health and safety of employees. Ensures that the operations of mines and plants are carried out in a safe and orderly way. Investigates accidents and complaints. Trains mine rescue personnel. Tests hoist cables. Contact Queen's Park or district offices.

416-965-1337

NAT RES, MINERAL RESEARCH BR will identify a sample of rock minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and agencies such as the Ontario Research Foundation.

METALS

Metals, see also Metallurgical

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

METRIC SYSTEM

Metric System, see Metrication

METRICATION

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines for use in Ontario from Kindergarten to Grade 13. Produces annotated lists of Canadian curriculum materials for use with above guidelines. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Provides elementary and secondary school broadcasts and related services in cooperation with the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and audio-visual presentations, and through a joint program with Mohawk College of Applied Arts & Technology to operate a Mobile Service Unit (M.S.U.) that visits companies to analyze energy costs and point out potential savings. Contact Queen's Park or Regional Offices. (in Metro Toronto, call 491-7680).

416-965-6513

IND & TOUR, METRIC & STANDARDS SECRETARIAT provides information and coordination services to Ontario government ministries and agencies in their metric conversion and standards activities. Provides central resource file on all aspects of metrication and answers inquiries from the public. Provides Ontario Government position on metric conversion and standards in interprovincial and federal-provincial committees. Provides secretarial resources for interministerial metric conversion committees and task forces.

416-965-3514

TE & IA, ADVISORY SERVICES BR encourages and assists Ontario municipalities in improving their management practices and in developing and promoting effective local government management techniques. Assists local governments to improve internal organization and processes by which their statutory responsibilities are discharged. Advises on human resources management. Coordinates Local Government Management Program (LGMP). Advice on metrication in municipalities is available.

416-248-3355

TR & COMM, ENGINEERING RESEARCH & DEVELOPMENT BR undertakes technical and scientific research on pavements, structures, materials, earth and environment technology resources and value engineering as related to transportation facilities. Research reports are published. The branch's Metric Office coordinates the ministry's metrication program.

MICROWAVES

Microwaves, see Labour, Occupational Health Br

MILK

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested to determine butterfat content. This branch has responsibility for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario. If such sale is conducted within a municipality, only a municipal auctioneer's licence is required.

416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO is responsible for policy development in the area of producing, processing and marketing milk and dairy products. The Milk Commission of Ontario also serves as an appeal tribunal for anyone within the industry who feels aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch. Also interprets the Milk Act and its regulations to the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. The Milk Quality Program provides for inspection of all dairy farms and monthly testing of raw milk. The Milk Products Program arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The Central Milk Testing Laboratory in Guelph analyzes all samples for butterfat, protein and lactose using the Infra Red Milk Analyzer (IRMA) and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural

Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

MILK COMMISSION OF ONTARIO

416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO is responsible for policy development in the area of producing, processing and marketing milk and dairy products. The Milk Commission of Ontario also serves as an appeal tribunal for anyone within the industry who feels aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch. Also interprets the Milk Act and its regulations to the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

MILL RATES

416-965-1671

TE & IA, MUNICIPAL FINANCE BR maintains a municipal financial data system; produces financial analyses based on mun. financial statements; maintains: summary of mill rates, register of prov'l. grants to local sector & monitors its fiscal capacity. Advises on local sector debt. Studies property taxation to develop new system. Advises regional/restructured gov'ts. on financial policy; manages Special Assistance part of unconditional grants. Administers Ont. Mun. Improvement Corp. (OMIC), Ont. Educ. Capital Aid Corp. (OECAC), Ont. Univ. Capital Aid Corp. (OUCAC). Contact: Loc. Gov't. Financial Analysis, 965-2417; Loc. Gov't. Tax Reform 965-2194; Restructured Municipalities Finance, 965-1074; Mun. Borrowings, 965-2451; Finance Legislation, 965-0577.

MINERALS

416-965-4641

NAT RES, GEOLOGICAL BR provides information on the geology and mineral resources of Ontario for development of policy of management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of

new exploration techniques and presentation of education classes and lectures on minerals. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures and unpublished files are used by the general public, prospectors, mining companies, universities and government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake and Sudbury district offices.

416-965-1337

NAT RES, MINERAL RESEARCH BR will identify a sample of rock, minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and agencies such as the Ontario Research Foundation.

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

MINERS

416-965-2528

HEALTH, CLINIC SERVICES BR Chest Disease Service (965-2301) provides diagnostic services and ambulatory treatment for tuberculosis and other respiratory diseases through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

MINES

Mines, see also Mining

416-965-2493

LABOUR, OCCUPATIONAL HEALTH BR, Occupational Health Service (965-3610) acts as consultant to those responsible for

providing in-plant health care facilities and a healthful working environment for employees. Sets standards and guidelines for chemical substances and physical agents used in the work environment; investigates exposures to toxic chemical agents and harmful physical agents and recommends controls. Environmental Health Studies Service (965-6375) studies the effects of environment and pollution on human health. Health Physics Service (965-8178) directs a program to protect the public from harmful effects of radiation including X-Rays, microwaves and lasers. Handles registration of X-Ray equipment. Monitors areas around nuclear power stations and uranium mines for radioactive pollution.

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps. Mines publications are also available (965-1348). For a description of administrative service functions, see first entry under administrative services. The branch does not handle ministry mail service which is the responsibility of the Financial Management Branch.

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

MINIMUM WAGE

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular

industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

MINING

Mining, see also Mines

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

416-965-8510

LABOUR, MINES ENGINEERING BR reviews, advises on and approves pre-development plans of new mining and metallurgical companies in compliance with Ontario Government legislation protecting the health and safety of employees. Ensures that the operations of mines and plants are carried out in a safe and orderly way. Investigates accidents and complaints. Trains mine rescue personnel. Tests hoist cables. Contact Queen's Park or district offices.

416-965-8710

LABOUR, STAFF BR acts in an advisory capacity on occupational safety (construction and industrial), mining safety and occupational health; formulates legislation and procedures, maintains files, collects and manually tabulates statistics, and does research on occupational hazards as a service to the Minister of Labour and inspectional branches.

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial

agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-965-4641

NAT RES, GEOLOGICAL BR provides information on the geology and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques and presentation of education classes and lectures on minerals. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures and unpublished files are used by the general public, prospectors, mining companies, universities and government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake and Sudbury district offices.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

416-965-1559

NAT RES, MINE TAX ASSESSMENT issues annual assessment (tax) notices to Ontario mining companies on the basis of profit. Administers the Mining Tax Act.

416-965-1337

NAT RES, MINERAL RESEARCH BR will identify a sample of rock minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for

educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and agencies such as the Ontario Research Foundation.

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining Tax Act 1972 and The Beach Protection Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.

OBILE HOME

416-923-1199

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile home sites and some rent-gearied-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant filed application forms regarding rent increases. If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

DPEDS

Mopeds, see Tr & Comm Public Safety & Information Br

MORTGAGE BROKERS

Mortgage Brokers, see also Mortgages, also CCR, Commercial Registration Appeal Tribunal.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramid Sales Act (pyramidal schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconscionable consumer representations & provides redress procedures for consumers.

416-965-2513

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers is responsible for investigating complaints about and registering private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidal schemes under the Pyramid Sales Act. Recommends appointments under the Bailiffs Act.

MORTGAGES

Mortgages, see also Mortgage Brokers. Re discharging a mortgage, see CCR Regional Property Registration.

416-965-2041

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status, registration of corporation securities (mortgages, bonds, debentures). Can supply copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit

corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

ORTMAIN

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

MOTHERS

Mothers, see also Unwed Mothers

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to \$150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

MOTION PICTURE

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm, 16mm projectors and films. Also examines and licenses projectionists. Approves motion picture advertising and classification.

MOTOR VEHICLE ACCIDENT CLAIMS

416-965-6701

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) compensates victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act.

MOTOR VEHICLE DEALERS

Motor Vehicle Dealers, see CCR Motor Vehicle Dealers Br.

MOTOR VEHICLES

Motor Vehicles, see Vehicles

MOTORCYCLE

Motorcycle licence, see Tr & Comm Drivers & Vehicles Regional Operations

MOTORISTS

Motorists, see Drivers

MOVIES

Movies, see Motion Picture

MULTICULTURAL

Multicultural, see also Multiculturalism, Ethnic

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

416-965-0617

CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch brings into focus the Ministry's program at the local level. By providing consultative services to community groups, this Branch aids in the provision of recreational and cultural activities at the local level. The consulting service is provided to a whole range of local and regional clients including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

416-965-6621

CULT & REC, MULTICULTURAL DEVELOPMENT BR aims to improve the quality of the social environment in Ontario by facilitating community participation in: multicultural development processes through the encouragement of an appreciation and understanding of specific cultures in our multicultural society; the encouragement of information sharing through intercultural workshops; the promotion within institutions of an awareness and sensitivity to cultural differences; and community development processes through the facilitation of citizen involvement in local decision-making processes. Professional staff provide consultative services, publish handbooks and directories. Multicultural development and

community participation grants are available. Contact field offices or main office. The branch assists in the Multicultural History Project (965-0212) sponsored by the Ministry and funded by Wintario. The Project will collect and preserve material about Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

MULTICULTURALISM

Multiculturalism, see also Multicultural, Ethnic

416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-2324

ONTARIO ADVISORY COUNCIL ON MULTICULTURALISM consists of twenty-five appointed members (by Order in Council) who are regionally and ethnically representative of major areas in Ontario and have had previous experience related to multiculturalism. Council's role is to advise government on how the principles of multiculturalism may be better understood and put to practical use. The Council meets monthly and reports to the Secretary for Social Development.

MUNICIPAL

Municipal, see Municipalities

MUNICIPAL DIRECTORY

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses

and advises on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA), and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

MUNICIPAL LIAISON COMMITTEE

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and advises on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA), and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

MUNICIPAL TAX

Municipal Tax, see Property Taxation

MUNICIPALITIES

Municipalities, incorporation dates, annexations, amalgamations, see TE & IA Library Services Br

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and

swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act, and appeals under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating altering or dissolving municipalities.

416-965-5881

CCR, BUILDING CODE BR is developing a fire code and administers a building code for Ontario to minimize building health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Maintains the Ontario Plumbing Code.

416-965-5006

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under administrative services.

416-965-7825

COMM SOC, COMMUNICATIONS BR is the information service for the Ministry of Community and Social Services. For a description of activities, see first entry under information service. Also provides assistance (e.g. consultation, publications, films, slide, displays, etc.) to municipalities and social agencies to explain social service programs.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in physical activities for enjoyment. Promotes competition in multi-sports games (e.g. regional & provincial Ontario Summer & Winter Games). Provides administrative, consultative and limited financial assistance (grants) to provincial sport governing bodies. The Ontario Sports Administration Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is also funded by this Ministry. Sports Awards Program honours accomplishments made by Ontario athletes and citizens in amateur sport. Coaching Development Program (Tel. 965-6311) improves the calibre of leadership available to amateur sport. Ontario Sports Travelcade (Tel. 965-6311) takes sports and fitness resources around Ontario to help raise the level of expertise among athletes, coaches, etc. The branch encourages physical fitness in individuals by working with community groups, municipalities and industries in the development of fitness programs (965-6311). See also Cult & Rec Office of Athletics Commissioner.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture &

Recreation field offices.

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards, municipalities, teachers and the public about education legislation that affects their rights duties and responsibilities.

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act (e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates, at planning stage, any activity by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by industry, municipalities and the public.

416-965-2531

ENV, ENVIRONMENTAL ASSESSMENT BOARD holds public hearings on the environmental impact of major development proposals under three statutes: The Ontario Water Resources Act, 1970 (OWRA); The Environmental Protection Act, 1971 (EPA); The Environmental Assessment Act, 1975 (EAA). Following hearing under the OWRA (re: municipalities wishing to establish or extend their sewage works into another municipality or territory) and the EPA (re: approval to establish or extend waste disposal site), the Board submits recommendations to the ministry. Under the Environmental Assessment Act, 1975, after the assessment and the ministry's review thereof have been made public, any person can require by written notice a hearing by the Board. After hearings are held under the EAA the Board renders a final decision which can only be varied or rescinded by the Minister with approval of the Lieutenant Governor in Council.

416-965-2537

ENV, POLLUTION CONTROL BR CONTINGENCY PLANNING Section promotes organization and planning by industries, the municipalities and federal and provincial agencies to control and cope with pollution caused by emergency spills of

contaminants.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge, boating and ice huts. Contact regional office.

416-965-3071

ENV, POLLUTION CONTROL BR NOISE Pollution Control Section deals with the control of noise emissions and comments on the relationship between new and existing land use and noise sources. Develops acoustics criteria and standards. Develops, updates and promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Toronto has. Complaints within the city can be directed to Noise Control Branch, Dep't. of Public Works, Tel. 465-5477. Other areas contact local Bylaw Officers or the Ministry's head office or regional offices.

416-248-3739

ENV, POLLUTION CONTROL BR RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups; dissemination of technical information and findings; technical assistance to the Planning Sections; applied research studies on pollution; and technical support for, and application of, new technology to the public through regional offices or directly to municipalities and industry.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers program of grants to regional or

restructured municipalities for certain sewage works and water works.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users. It assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental resource recovery plant for technology research and market development. Provides grants for selected technology demonstration projects.

416-965-5733

GOVT SERV, PROTOCOL SERVICES SCROLLS Section prepares

congratulatory scrolls for Ontario citizens on the request of their Member of Provincial Parliament, to acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, municipalities and other organizations. See also Govt Serv Protocol Services Protocol Section, also Recording Office.

416-965-4164

HEALTH, COMMUNITY HEALTH PROTECTION BR, INSPECTION Services provides consultants to municipalities to advise on local health inspection matters. Information available from the branch on location of nearest public health agency, or contact regional offices. See also other sections in Health Community Health Protection Br described separately.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides federal-provincial operating subsidies to municipalities wishing to construct new housing for low income groups. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

416-965-0250

HOUSING, COMMUNITY LAND DEVELOPMENT BR develops and services land for the Ministry. Provides on a fee basis when requested, development services for municipalities. Administers the Municipal Land Development Program which provides information and assistance to municipalities in assembly and servicing of land. The branch is also responsible for monitoring the interim management of land owned by Ontario Housing Corporation which is undertaken by the Ministry of Government Services.

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing

services and advice to municipalities, the development industry and the public. Administers a program of grants which will provide financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants.

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (B). This branch administers provincial programs designed to improve downtown or business districts. Section 361 of the Municipal Act permits concerned businessmen to establish improvement areas and raise funds to improve and beautify municipally owned lands, buildings and structures in the area. The Ontario Downtown Revitalization Program helps municipalities with a maximum population of 125,000 to receive public investment for 'seeding' projects to restore confidence in a community's core area. Subject to availability funds are provided by the province in the form of partially recoverable loans up to a maximum two-thirds of the approved cost of the project. See also Housing, Community Renewal Br (A).

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (A). This branch administers provincial and federal-provincial programs designed to upgrade existing housing, and to help generate programs that will improve the total environment of these homes. The federal-provincial Neighbourhood Improvement Program (NIP) offers grant and loan assistance to municipalities to upgrade older residential neighbourhoods. Areas designated under the NIP are also eligible for funds under the federal Residential Rehabilitation Assistance Program (RRAP) to upgrade individual properties to minimum standards. The provincial Ontario Home Renewal Program (OHRP) provides per-capita grants to municipalities to administer directly as loans to owner-occupants whose adjusted annual family income is under \$12,500. An experimental OHRP Rental Program helps landlords upgrade premises rented to low and moderate income families. In unorganized territories OHRP is administered through provincial northern affairs officers. See also Housing, Community Renewal Br (B).

416-965-9834

HOUSING, LAND MARKETING & SURVEYS BR, Marketing Surveys. The

branch carries out Municipal Housing Studies (MHS) for municipalities under 10,000 in population that wish to use the Ministry's services. A MHS, combining the old Need and Demand Survey (NDS) Municipal Housing Policy Statement, (MHPS) is a study of the total housing market of a municipality and is a prerequisite for all Provincial Assisted Housing Programs.

416-965-5890

HOUSING, LOCAL PLANNING POLICY BR researches and develops policy and recommends planning standards to apply at the local government level (municipalities), consistent with provincial objectives.

416-965-1497

HOUSING, OFFICIAL PLANS BR processes and recommends for approval by the Minister of Housing all official plans and official plan amendments submitted by municipalities. Answers inquiries from municipalities and the public on land use planning matters.

416-965-3173

HOUSING, ONTARIO HOUSING ACTION PROGRAM works with provincial ministries and agencies, regional and area municipalities and private industry to expedite production and stabilize costs of new housing, especially for lower and moderate income families. The Ontario Housing Action Program (OHAP) also provides financial assistance to municipalities: interest-free loans for major servicing, planning study grants and unconditional housing incentive grants.

416-965-4611

HOUSING, POLICY AND PROGRAM DEVELOPMENT SECRETARIAT provides the ministry with policy development (965-4611), intergovernmental liaison (965-7867), surveys and statistical analysis (965-7025). The Secretariat is also responsible for program review and analysis. Administers the Municipal Housing Policy Statements program (MHPS) which provides grants and technical assistance to municipalities in developing statements of local housing policy.

416-965-7299

IND & TOUR, INDUSTRY BR, Industrial Services Section provides a consultative service, Industrial Development Training Courses and publications to inform and assist municipalities on development of industrial parks, industrial land use planning, and provincial and federal industrial development programs. Also provides plant location services to assist industry with expansion plans or new location requirements. Contact Queen's Park or Regional Office. See also Ind & Tour

Industry Br Industrial Dev and Ind & Tour Industry Br
Product-Manufacturing Dev.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for fire apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss &

fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Film library loan service available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

416-965-6071

SOL GEN, ONTARIO POLICE COMMISSION ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

416-965-4308

SOL GEN, OPP, INDIAN & MUNICIPAL POLICING SERVICES BR is responsible for Indian reserve policing in the Province of Ontario. Programs include the appointments of special constables at the request of Indian Band Councils to police their particular reserves. The OPP administers the training, salary and equipment of the special constables through the provisions of the federal-provincial cost-sharing agreement. Municipal policing involves the drawing up of contracts with municipalities which have opted for policing by OPP rather than maintain their own force, and other related matters. Also provides flying patrols in the northwestern & eastern portions of the province. Police aircraft visit isolated Indian communities on a regular basis.

416-965-3514

TE & IA, ADVISORY SERVICES BR encourages and assists Ontario municipalities in improving their management practices and in developing and promoting effective local government management techniques. Assists local governments to improve internal organization and processes by which their statutory responsibilities are discharged. Advises on human resources management. Coordinates Local Government Management Program (LGMP). Advice on metrification in municipalities is available.

416-965-2314

TE & IA, LIBRARY SERVICES BR has reference materials for use

by the Ministry and its agencies, and to a lesser extent, by other provincial and federal ministries. The Library has three indices which may be of interest to municipalities and the public: an index to the Private Acts of Ontario since 1867; an index and History of Incorporation for Ontario Municipalities since 1792; an index to unincorporated places in Ontario. Questions on annexations, amalgamations, dissolutions of municipalities, e.g. to which county or district certain townships, villages, towns and cities belong, can be answered by this branch.

416-965-6934

TE & IA, LOCAL GOVERNMENT ORGANIZATION BR advises the Government on provincial policy for local government functions and organization, including local government reform based on local needs. Participates in the County Restructuring Studies Program (CRSP). Reviews division of local and provincial functions. Reviews role and organization of municipal councils, and suitability of Special Purpose Bodies. Reviews all legislation and Ontario Municipal Board decisions affecting municipalities.

416-965-1671

TE & IA, MUNICIPAL FINANCE BR maintains a municipal financial data system; produces financial analyses based on mun. financial statements; maintains: summary of mill rates, register of prov'l. grants to local sector & monitors its fiscal capacity. Advises on local sector debt. Studies property taxation to develop new system. Advises regional/restructured gov'ts. on financial policy; manages Special Assistance part of unconditional grants. Administer Ont. Mun. Improvement Corp. (OMIC), Ont. Educ. Capital Aid Corp. (OECAC), Ont. Univ. Capital Aid Corp. (OUCAC). Contact: Loc. Gov't. Financial Analysis, 965-2417; Loc. Gov't. Tax Reform 965-2194; Restructured Municipalities Finance, 965-1074; Mun. Borrowings, 965-2451; Finance Legislation, 965-0577.

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and advises on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA), and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts,

cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

416-226-6574

TE & IA, REGIONAL OFFICES. Five Regional Offices in Ontario advise and assist municipalities, the public, other government ministries and agencies on all aspects of local government. Coordinate government relationships with municipalities. Identify and initiate action in cases of municipal difficulty. Advice is provided: through review of municipal financial statements; through dissemination of information on existing programs available; through assessment of implications of specific actions, e.g. proposed major capital expenditures; and as specifically requested. License auditors who audit municipal books. Contact regional offices.

416-965-2204

TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on provincially-owned properties (965-2428).

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING OFFICE issues licences to public vehicles (PV), e.g. every bus, and to public commercial vehicles (PCV), e.g. trucks and truck tractors, operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates

demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

416-248-3238

TR & COMM, OPERATIONS, REGIONAL OPERATIONS operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to municipalities and regional governments for their road maintenance and construction programs. Controls highway rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of advertising signs. Contact regional or district office.

416-248-3727

TR & COMM, URBAN & REGIONAL PLANNING OFFICE provides ministry and government officials with long range travel forecasts and evaluations, transportation plans, development strategies, policies and programs. Administers financial assistance to municipalities for transportation planning studies.

MUSEUMS

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

416-965-4021

CULT & REC, HERITAGE ADMIN BR, MUSEUMS Assistance Program gives advisory and financial help to museums owned and maintained by municipalities, Indian Band Councils and conservation authorities. See also Cult & Rec: Heritage Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund

Samuel Gallery of Canadians at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

MUSHROOMS

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

MUSIC

Music, see Arts

MUTUAL BENEFIT

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

NAME CHANGES

Name Changes (existing corporations), see CCR Companies Services Br Corporation Names Section. Corporation Style Names, see CCR Companies Services Br Partnerships registration.

416-965-7351

ATT GEN, COUNTY and DISTRICT COURTS, the intermediate level of trial courts with civil jurisdiction in Ontario, handle actions involving the amounts of between \$401 and \$7,500. Handle proceedings under these statutes: landlord and tenant applications for name changes, adoptions (child welfare), and mental incompetency. Persons rarely appear without legal counsel, and in many cases, either party may require trial by judge and jury. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Outside this Judicial District, contact appropriate county or district court.

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of \$3.00 each. Provision is made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

NAT RES ADMINISTRATIVE SERVICES BR

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps. Mines publications are also available (965-1348). For a description of administrative service functions, see first entry under administrative services. The branch does not handle ministerial mail service which is the responsibility of the Financial Management Branch.

NAT RES AIR SERVICE BR

705-942-1800

NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet

of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

NAT RES ALGONQUIN FORESTRY AUTHORITY

705-789-9647

NAT RES, ALGONQUIN FORESTRY AUTHORITY in Huntsville, Ontario is a Crown corporation responsible for harvesting timber in Algonquin Provincial Park and for supplying logs to designated mills. It operates under volume agreement with the Ministry of Natural Resources.

NAT RES CONSERVATION AUTHORITIES BR

416-965-6287

NAT RES, CONSERVATION AUTHORITIES BR assists local conservation authorities with design, planning and operational assistance as well as grants for capital projects. Does studies and reports on watersheds.

NAT RES DIVISION OF FORESTS

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

NAT RES ENGINEERING SERVICES BR

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

NAT RES FINANCIAL MANAGEMENT BR

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial park operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

NAT RES FISH AND WILDLIFE RESEARCH BR

416-832-2261

NAT RES, FISH AND WILDLIFE RESEARCH BR near Maple, Ontario, conducts biological and environmental research and provides information on the principles of scientific fish and wildlife management, wildlife diseases and parasites, productivity of lakes and streams, aquatic systems ecology, behaviour of animals, animal pathology. Contact Director, Box 50, Maple.

NAT RES FISHERIES BR

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

NAT RES FOREST FIRE CONTROL BR

416-965-2781

NAT RES, FOREST FIRE CONTROL BR organizes fire control planning and fire warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

NAT RES GEOLOGICAL BR

416-965-4641

NAT RES, GEOLOGICAL BR provides information on the geology and mineral resources of Ontario for development of policy management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral

wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques and presentation of education classes and lectures on minerals. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures and unpublished files are used by the general public, prospectors, mining companies, universities and government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake and Sudbury district offices.

NAT RES INFORMATION BR

416-965-2756

NAT RES, INFORMATION BR is the information service for the Ministry of Natural Resources. For a description of activities, see first entry under Information Service.

NAT RES INTERNAL AUDIT BR

416-965-4087

NAT RES, INTERNAL AUDIT BR is responsible for the ministry's audit function. For a description of the function, see first entry under audit.

NAT RES LAND USE COORDINATION BR

416-965-2899

NAT RES, LAND USE COORDINATION BR establishes methods and procedures to coordinate planning for the use of Crown land. Participates in land use planning done by other ministries. Prepares lake plans (965-5344). Coordinates the preparation of environmental assessments for the Ministry subject to the Environmental Assessment Act, 1975 (965-2781). Coordinates the review of plans of other ministries and agencies relative to this ministry's plans and programs.

NAT RES LANDS ADMINISTRATION BR

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

NAT RES LEGAL SERVICES BR

416-965-2748

NAT RES, LEGAL SERVICES BR provides legal services for the

Ministry of Natural Resources. For a description of branch activities, see first entry under legal services.

NAT RES MINE TAX ASSESSMENT

416-965-1559

NAT RES, MINE TAX ASSESSMENT issues annual assessment (tax) notices to Ontario mining companies on the basis of profit. Administers the Mining Tax Act.

NAT RES MINERAL RESEARCH BR

416-965-1337

NAT RES, MINERAL RESEARCH BR will identify a sample of rock, minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and agencies such as the Ontario Research Foundation.

NAT RES MINERAL RESOURCES BR

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

NAT RES MINING AND LANDS COMMISSIONER

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining Tax Act 1972 and The Beach Protection Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.

NAT RES NIAGARA PARKS COMMISSION

416-356-2241

NAT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 35 mile system of parks along the Niagara River including recreation areas, scenic attractions, historic sites. The Niagara Parks Commission also runs a School of Horticulture.

NAT RES OFFICE OF INDIAN LAND CLAIMS 416-965-6046
NAT RES, OFFICE OF INDIAN LAND CLAIMS researches and responds to specific Indian land claims and land problems. Keeps the Ministry aware of the possible extent of future land claims. Develops Ministry positions and prepares recommendations to Cabinet. Does research in consultation with other ministries, the Federal Government, Indian Band Councils and native peoples associations. On the direction of Cabinet, negotiates the settlement of valid land claims with the Indian people involved.

NAT RES PARK MANAGEMENT BR 416-965-2745
NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general park information, contact 965-3081 and during the summer months from 8:00 a.m. to midnight, 967-0427.

NAT RES PARK PLANNING BR 416-965-3981
NAT RES, PARK PLANNING BR develops and coordinates provincial parks planning and other public recreational facilities. Assists other government and private agencies with related planning. Contact regional office.

NAT RES PERSONNEL BR 416-965-3825
NAT RES, PERSONNEL BR performs the personnel functions for the Ministry of Natural Resources. For a description of branch activities, see first entry under Personnel. Also hires qualified 17 year old persons as junior forest rangers. There are personnel officers in each of the Ministry's eight Regional Offices.

NAT RES POLICY COORDINATION SECRETARIAT 416-965-8422
NAT RES, POLICY COORDINATION SECRETARIAT assists the Deputy Minister by providing support, advice and information to existing policy planning mechanisms. Assesses and ensures the widest and earliest consideration to long-range policy proposals. Ensures liaison with the Cabinet, Cabinet Committees and other Ministries.

NAT RES REGIONAL OFFICES
NAT RES, REGIONAL OFFICES. There are eight Ministry of Natural Resources Administrative Regions: four in Northern Ontario and four in Southern Ontario. Coordination of policy and delivery of services in these regional offices are administered by the Office of the Assistant Deputy Minister of Northern Ontario in Thunder Bay (807 475-1271), and the Office of the Assistant Deputy Minister of Southern Ontario

490 - NAT RES ST CLAIR PARKWAY COMMISSION

in Queen's Park, Toronto (416 965-7783). There are several district offices in each region. These offices serve the public and local area interests on matters relating to: the harvesting of Crown timber, minerals, fish and wildlife, forest management, public lands and waters. Contact regional or district offices.

NAT RES ST CLAIR PARKWAY COMMISSION

519-862-1035

NAT RES, ST CLAIR PARKWAY COMMISSION in Corunna is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron, to Mitchell's Bay on Lake St. Clair. The St Clair Parkway Commission is a joint program of parks and recreation development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

NAT RES ST LAWRENCE PARKS COMMISSION

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

NAT RES SURVEYS & MAPPING BRANCH A

416-965-6225

NAT RES, SURVEYS & MAPPING BRANCH A. The Branch provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Inventory Section (965-6914) maintains the Forest Resources Inventory (FRI) and data on forest stands in Northern Ontario. Drafting Services Section (965-7108) provides drafting, mapping and graphics support services to the ministry. Control Surveys Section (965-4538) will install and manage a provincial system to coordinate, and set standards for, control surveys. Cadastral Surveys Section (965-2714) has data from ministry surveys and from private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Branch (B) for other activities.

NAT RES SURVEYS & MAPPING BRANCH B

416-965-4538

NAT RES, SURVEYS & MAPPING BRANCH B. The Branch provides topographical and cadastral descriptions of the land base. Task Force on Geographic Referencing will define one

comprehensive system to allow rapid, visual geographic correlation of physical properties, resources, legal status, etc. of provincial land. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission aerial photography, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. The Ontario Geographic Names Board (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places, localities and other topographic entities in Ontario. Consults with federal and municipal governments on related activities. Arbitrates geographic names issues and directs toponymic research. See also Nat Res Surveys & Mapping Branch (A) for other activities.

NAT RES WILDLIFE BR

416-965-4251

NAT RES, WILDLIFE BR manages wildlife resources of the province through management of habitat; reviews and recommends wildlife management practices and policy; recommends and enforces wildlife-related (e.g. hunting) laws and regulations; inventories and manages endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas to provide wildlife-oriented recreation. Reviews land use planning to ensure that wildlife interests are considered. Fur Section (965-3345) coordinates and regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers federal-provincial resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

NATIVE PEOPLES

Native Peoples, see also Indian Band Councils

416-965-5184

ATT GEN, NATIVE COURT WORKER PROGRAM, Programs Admin Div, was initiated in 1972 by the Province of Ontario and the Federal government to meet the needs of native peoples who may be at a disadvantage when appearing before the courts. The Ontario Federation of Indian Friendship Centres is responsible for operating the program in 20 centres throughout the province.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices re: funding, licensing and

supervision of day nurseries; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.); and provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding child care and pre-school education. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For financial questions contact 965-2521. Contact district office.

416-965-1069

CORR SERV, DELINQUENCY PREVENTION & NATIVE PROGRAMS funds and evaluates delinquency prevention projects in 12 Ontario locations. The project funding is for three years. The Coordinator of Native Programs is a new position designed to bring special attention to native juveniles sent to the Ministry from the Courts. Special attention is being paid to Northern Ontario where native peoples are in the largest numbers.

416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-5003

CULT & REC, INDIAN COMMUNITY SECRETARIAT assists Ontario native peoples in both on-reserve and off-reserve communities, in gaining full access to existing services of ministries, and in the development of self-determination and community leadership and initiative. Provides liaison between native groups and various levels of government. Where provincial funding channels do not exist, the Secretariat may consider projects from Indian Band Councils or incorporated bodies on a one-term last-resort basis. Contact field office or main office.

416-893-1121

CULT & REC, McMICHAEL CANADIAN COLLECTION is an art gallery in a beautiful setting in Kleinberg, Ontario, which has an extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, Davi

Milne, Clarence Gagnon, and J. W. Morrice. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines for use in Ontario from Kindergarten to Grade 13. Produces annotated lists of Canadian curriculum materials for use with above guidelines. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrification in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Provides elementary and secondary school broadcasts and related services in cooperation with the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides federal-provincial operating subsidies to municipalities wishing to construct new housing for low income groups. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

416-965-6046

NAT RES, OFFICE OF INDIAN LAND CLAIMS researches and responds to specific Indian land claims and land problems. Keeps the Ministry aware of the possible extent of future land claims. Develops Ministry positions and prepares recommendations to Cabinet. Does research in consultation with other ministries, the Federal Government, Indian Band Councils and

native peoples associations. On the direction of Cabinet, negotiates the settlement of valid land claims with the Indian people involved.

416-965-4251

NAT RES, WILDLIFE BR manages wildlife resources of the province through management of habitat; reviews and recommends wildlife management practices and policy; recommends and enforces wildlife-related (e.g. hunting) laws and regulations; inventories and manages endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas to provide wildlife-oriented recreation. Reviews land use planning to ensure that wildlife interests are considered. Fur Section (965-3345) coordinates and regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers federal-provincial resource development agreements between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

NATURAL GAS

416-965-7627

CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

416-965-2851

ONTARIO ENERGY BOARD regulates certain phases of the natural gas industry in Ontario, including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas franchises and certificates. Acts upon references by the

Ministry of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Ministry of Energy.

NATURAL RESOURCES

Natural Resources, Ministry of, see NAT RES Branch Name

AUTICAL CHARTS

Nautical Charts, see Maps

NEIGHBOURHOOD IMPROVEMENT PROGRAM

Neighbourhood Improvement Program, see Housing, Community Renewal Br (A).

NEW DEMOCRATIC PARTY CAUCUS OFFICE

416-965-6494

NEW DEMOCRATIC PARTY CAUCUS OFFICE. Each Member of Provincial Parliament (MPP) belonging to the New Democratic Party (NDP) belongs to the NDP Caucus. The Caucus Office answers and deals with inquiries from the public and from other governmental jurisdictions. For general information, phone 965-6494. To contact NDP Research Office, phone 965-5392.

NIAGARA ESCARPMENT

416-877-5191

NIAGARA ESCARPMENT COMMISSION. The Niagara Escarpment Commission in Georgetown develops and implements a program to protect the Niagara Escarpment's distinct characteristics and to ensure a balanced future use of Escarpment lands through interim development control and preparation of a development plan. The Commission reports to the Legislature through the Provincial Secretariat for Resources Development. To contact Commission from Toronto and Brampton call 453-2468.

416-965-9560

HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning by-laws. Administers land severance applications for Northern Ontario. Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

NIAGARA PARKS COMMISSION

416-356-2241

NAT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 35 mile system of parks along the Niagara River

including recreation areas, scenic attractions, historic sites. The Niagara Parks Commission also runs a School of Horticulture.

NOISE

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution in accordance with the Ontario Water Resources Act, 1970, and the Environmental Protection Act, 1971.

416-965-3071

ENV, POLLUTION CONTROL BR NOISE Pollution Control Section deals with the control of noise emissions and comments on the relationship between new and existing land use and noise sources. Develops acoustics criteria and standards. Develops, updates and promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Toronto has. Complaints within the city can be directed to Noise Control Branch, Dep't. of Public Works, Tel. 465-5477. Other areas contact local Bylaw Officers or the Ministry's head office or regional offices.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Acoustics Research Program studies noise from highways and other transportation to: reduce excessive noise, understand its effects and develop standards for control. Develops noise barriers; studies noise of pavement surfaces and traffic noise, and assesses impact of trains.

416-248-3938

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics; i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying ride attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and effect of energy future. Economic Unit creates economic models and performs

economic analysis for use in problem solving; i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highway lighting design, implication of energy future, etc.

NON-PROFIT CORPORATIONS

Non-Profit Corporations, see also Charitable Organizations

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

NON-PROFIT HOUSING CORPORATIONS

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides federal-provincial operating subsidies to municipalities wishing to construct new housing for low income groups. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

NORAFFAIRS MINISTRY OF NORTHERN AFFAIRS

416-965-3707

NORAFFAIRS. The Ministry of Northern Affairs was established to coordinate Government of Ontario services in Northern Ontario, to promote projects and programs in that area and to give people of the North a greater say in government. The Ministry is responsible for: community and regional development including townsite planning, infrastructure, local development; highway construction north of the French River; the Isolated Communities Assistance Fund for unorganized territories; the resource road access program. The Ministry is now responsible for the Northern Affairs Offices, formerly with Natural Resources and the Ontario Northland Transportation Commission. These offices are described separately in this index. While provincial headquarters are located in Toronto, Ministry services are delivered through the Northwestern Regional Office in Kenora, the Northeastern Regional Office in Sault Ste. Marie and district offices across Northern Ontario (see Appendix). Each Regional Office is headed by an Assistant Deputy Minister.

NORAFFAIRS NORTHERN AFFAIRS BR

416-965-7577

NORAFFAIRS, NORTHERN AFFAIRS BR provides information service and assistance to the citizens of Northern Ontario on all government programs. Officers also help federal government agencies service the North. Uses newspapers, radio and television to disseminate information about provincial government programs. Contact local Northern Affairs Office.

NORAFFAIRS ONT NORTHLAND TRANSPORTATION COMM

705-472-4500

NORAFFAIRS, ONT NORTHLAND TRANSPORTATION COMMISSION (ONTC) North Bay supervises services in Northern Ontario such as air services (norOntair), highway and railway services (including the Polar Bear Express and the Northlander), water transportation (including ferry services to Manitoulin), transport, express and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

NORONTAIR

705-472-4500

NORAFFAIRS, ONT NORTHLAND TRANSPORTATION COMMISSION (ONTC) North Bay supervises services in Northern Ontario such as air services (norOntair), highway and railway services (including the Polar Bear Express and the Northlander), water transportation (including ferry services to Manitoulin), transport, express and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

NORTH PICKERING

HOUSING, NORTH PICKERING DEVELOPMENT CORPORATION is the Crown agency responsible for community planning and development of the new community at North Pickering. Contact: Communications Section 965-9168.

416-965-3031

HOUSING, NORTH PICKERING LAND ACQUISITION and Management Br is responsible for acquiring and managing the Government-owned lands within the North Pickering planning area on an interim basis pending future development and serves former property owners in North Pickering as well as tenants leasing Government-owned property.

416-294-9176

NORTHERN AFFAIRS

Northern Affairs, Ministry of, see NORAFFAIRS Branch Name

NORTHERN ONTARIO

CORR SERV, DELINQUENCY PREVENTION & NATIVE PROGRAMS funds and evaluates delinquency prevention projects in 12 Ontario locations. The project funding is for three years. The Coordinator of Native Programs is a new position designed to bring special attention to native juveniles sent to the Ministry from the Courts. Special attention is being paid to Northern Ontario where native peoples are in the largest numbers.

416-965-1069

HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct public health services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides public health inspection service to industrial camps in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

416-965-1170

HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning by-laws. Administers land severance applications for Northern Ontario. Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

416-965-9560

416-965-6225

NAT RES, SURVEYS & MAPPING BRANCH A. The Branch provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Inventory Section (965-6914) maintains the Forest Resources Inventory (FRI) and data on forest stands in Northern Ontario. Drafting Services Section (965-7108) provides drafting, mapping and graphics support services to the ministry. Control Surveys Section (965-4538) will install and manage a provincial system to coordinate, and set standards for, control surveys. Cadastral Surveys Section (965-2714) has data from ministry surveys and from private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Branch (B) for other activities.

416-965-3707

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705-472-4500

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the Polar Bear Express and the Northlander), water transportation (including ferry services to Manitoulin), transport, express and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

NORTHERN ONTARIO DEVELOPMENT CORPORATION

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks: providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

NOTARIES PUBLIC

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

NURSERIES

Nurseries, see also Day Care.

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for

proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-562-4141

AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticulture research to increase production and develop new varieties of fruits, vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provide scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

NURSING

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Manpower for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools, and for Regional Nursing Assistant (RNA) schools.

For information about private vocational schools, contact 965-9127. For information about RNA schools and the RNA program, contact 965-4051.

416-965-6491

CORR SERV, NURSING BR provides nursing service to both juvenile and adult correctional institutions. Twenty-four hour nursing service is administered in the two largest institutions. The nurses contribute to the institutional health education program by health counselling and health needs assessment.

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

416-965-4441

HEALTH, HEALTH PROMOTION BR PUBLIC HEALTH NURSING Consultants provide consultation to health agencies in all areas of public health nursing services. Provides information on

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public health nursing job opportunities and licensing to practise public health nursing. See also other sections in Health Health Promotion Br described separately.

NURSING HOMES

416-965-5081

HEALTH, INSPECTION BR NURSING HOME INSPECTION Services licenses, inspects and investigates complaints about nursing homes. Inspection involves quality and quantity of nursing and personal care provided; adequacy of fire and general safety equipment; sanitation. Approves construction plans for new homes. Most residents of nursing homes are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to Homes for Special Care and nursing homes which can better meet their treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br, 965-5167. For nursing home licensing, inspection and complaints, contact head office or regional offices (in Toronto, 965-4690). For approval for development of new nursing home beds, contact Institutional Division, 965-8079.

NUTRITION

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

OBESITY CONTROL

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

OBSERVATION AND DETENTION HOMES

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs.

Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

OCCUPATIONAL THERAPY

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

OFFENDER

Offender, see Inmates, Ex-Offenders

OFFICE OF PROVINCIAL AUDITOR

416-965-1381

OFFICE OF PROVINCIAL AUDITOR carries out the statutory requirements imposed under the Audit Act & other statutes of the province. The Provincial Auditor manages the audit of the Consolidated Revenue Fund as well as the audit of ministerial and quasi-judicial agencies.

OFFICE OF THE OMBUDSMAN

416-362-7331

OFFICE OF THE OMBUDSMAN. (On Aug. 22, 1977 Tel. 362-7331 is changed to 869-4000). The Ombudsman is an officer of the Legislature of Ontario. His function, with specific exceptions, is to investigate any decision, recommendation, act or omission made in the administration of any ministry or agency of the Ontario Government. Complaints should be made in writing, however, complainants can visit or call: Ombudsman's Office, 65 Queen St., W., Toronto M5H 2M5, Tel. 362-7331 (24-hour phone service). Staff is multilingual. The Ombudsman reports annually to the Speaker of the

Legislature. An office is located at Room 157, Legislative Bldg., Queen's Park, Toronto, telephone 965-7930, but the public is encouraged to contact the Queen St. office. The Ombudsman is listed in all Ontario telephone directories under Ombudsman Ontario.

OFFICIAL GUARDIAN

416-965-1865

ATT GEN, OFFICIAL GUARDIAN represents the civil rights of persons under a legal disability usually under 18 years of age, or mentally incompetent, as well as unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases. The Official Guardian's jurisdiction is province-wide.

OFFICIAL PLANS

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act, 1972 which provides for the issuance of licences for, and inspection of tile drainage contractors, their machines and machine operators.

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act, and appeals under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to application for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which will provide financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or

updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants.

416-965-1497

HOUSING, OFFICIAL PLANS BR processes and recommends for approval by the Minister of Housing all official plans and official plan amendments submitted by municipalities. Answers inquiries from municipalities and the public on land use planning matters.

OIL

Oil, see also Edible Oils

416-965-7627

CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

OLD FORT HENRY

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

OLD FORT WILLIAM

807-485-1555

CULT & REC, OLD FORT WILLIAM is a reconstruction of the original Fort William as it was in the period 1816-1821. The original Fort was the inland headquarters of the North West Company and the focal point of the Company's operations and vast explorations. Each summer it was the temporary home of 2,000 or more voyageurs and partners who assembled there for the Great Rendezvous. Today, the visitor is invited to 'relive the Rendezvous,' to experience life as it was in this brawny era. Old Fort William is a living historical community and, as such, it offers the visitor a wide range of experiences. Open to the public May-October. Contact Old Fort William, 1825 E. Arthur st., Thunder Bay, Ontario P7E 5N7, telephone 807 475-1555.

OLEOMARGARINE

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. The Milk Quality Program provides for inspection of all dairy farms and monthly testing of raw milk. The Milk Products Program arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The Central Milk Testing Laboratory in Guelph analyzes all samples for butterfat, protein and lactose using the Infra Red Milk Analyzer (IRMA) and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

OMBUDSMAN

416-362-7331

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ON-THE-JOB-TRAINING

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

ONT ADVISORY COUNCIL ON PHYSICALLY HANDICAPPED 416-965-9537

ONT ADVISORY COUNCIL ON PHYSICALLY HANDICAPPED consists of nineteen members appointed by Order in Council. Council advises the government on matters pertaining to the well-being of physically handicapped persons. Promotes the development and creation of opportunities for self-help for the physically handicapped. Reviews current policies relevant to handicapped persons involving education, employment, rehabilitation, income maintenance, health measures, programs on housing, transportation, recreation, guardianship and other related services. Council meets monthly.

ONTARIO ADVISORY COUNCIL ON MULTICULTURALISM 416-965-2324

ONTARIO ADVISORY COUNCIL ON MULTICULTURALISM consists of twenty-five appointed members (by Order in Council) who are regionally and ethnically representative of major areas in Ontario and have had previous experience related to multiculturalism. Council's role is to advise government on

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how the principles of multiculturalism may be better understood and put to practical use. The Council meets monthly and reports to the Secretary for Social Development.

ONTARIO ADVISORY COUNCIL ON SENIOR CITIZENS 416-965-2324

ONTARIO ADVISORY COUNCIL ON SENIOR CITIZENS consists of eighteen appointed members (by Order in Council) who are regionally representative of major areas in Ontario. Member have both professional and voluntary backgrounds in the field of aging. Council's role is to advise government on ways to improve the quality of life of senior citizens. General meetings of all council members are held monthly. The Council reports to the Secretary for Social Development. The Council produces a quarterly newsletter: 'Especially for Seniors', which is sent to Ontario senior citizens who receive government pension.

ONTARIO AGRICULTURAL MUSEUM

416-878-8151

AG & FOOD, ONTARIO AGRICULTURAL MUSEUM in Milton, Ontario, is being developed under the Ontario Agricultural Museum Act to house and display historic tools, implements and artifacts associated with Ontario agriculture.

ONTARIO ARTS COUNCIL

Ontario Arts Council, see also Cult & Rec Festival Ontario

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Art Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts

ONTARIO BOARD OF PAROLE

416-965-4366

CORR SERV, ONTARIO BOARD OF PAROLE considers for parole

inmates serving sentences which include indefinite terms. The Ontario Board of Parole only reviews terms of persons in provincial correctional institutions, not of those in federal institutions.

416-965-4511

CORR SERV, PROBATION AND PAROLE ADULT BR works closely with all Courts of criminal jurisdiction in the Province of Ontario and the Ontario Board of Parole: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of Parole; assisting probationers; providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office.

ONTARIO CAMP LEADERSHIP CENTRE

Ontario Camp Leadership Centre, see Cult & Rec Special Services Br

ONTARIO CANCER TREATMENT AND RESEARCH

416-423-4240

HEALTH, ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION conducts regional treatment centres where treatment of cancer by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). Rehabilitation services are also provided for patients needing speech therapy or prosthetic devices. Grants are awarded for cancer research, and medical graduates are encouraged to work on cancer treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

ONTARIO CAREER ACTION PROGRAM

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

ONTARIO COUNCIL OF HEALTH

416-965-5031

HEALTH, ONTARIO COUNCIL OF HEALTH advises the Minister of Health on all health care matters and makes recommendations about other studies not done by the Ontario Council of Health.

ONTARIO DEVELOPMENT CORPORATION

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks; providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques financing exports, and installing pollution control equipment. Contact corporation regional office.

ONTARIO DRUG BENEFIT PROGRAM

Ontario Drug Benefit Program, see Drug Benefit

ONTARIO ECONOMIC COUNCIL

416-965-4315

TE & IA, ONTARIO ECONOMIC COUNCIL is an advisory group reporting to the Government on a wide range of economic and other matters, such as urban affairs, social security, health and education policy. The Ontario Economic Council (OEC) coordinates its work with the Economic Council of Canada and government ministries. The OEC publishes an annual report which details research publications and work in progress.

ONTARIO EDUCATIONAL COMMUNICATIONS AUTHORITY

416-484-2600

CULT & REC, O E C A. The Ontario Educational Communications Authority produces and distributes television programs of an educational nature through its TVOntario Broadcast Network: Channel 19, Toronto; 24, Ottawa; 28, Kitchener; 18, London; 59, Chatham; 32, Windsor; through the local cable systems: Sudbury, North Bay, Sturgeon Falls, New Liskeard, Iroquois Falls, Timmins, Cochrane and Thunder Bay; and through five-hour per day packages on nine other cable systems. The Ontario Educational Communications Authority also has a videotape distribution system that allows presentation of

educational television programs in schools and to the general public. Produces VIPS (video and audio tapes) catalogues listing all programs available through the OECA.

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines for use in Ontario from Kindergarten to Grade 13. Produces annotated lists of Canadian curriculum materials for use with above guidelines. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Provides elementary and secondary school broadcasts and related services in cooperation with the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

ONTARIO ELECTION OFFICE

416-965-6831

ONTARIO ELECTION OFFICE serves government ministries and agencies and the public by providing information relating to legislation and procedures for votes taken at a General Election or By-Election under the Ontario Election Act, and plebiscites under the Liquor Licence Act. To find out name, telephone number and contact address of the Members of Provincial Parliament (MPP) in one's electoral district, phone the Election Office. Historical information on previous elections, Legislatures and Cabinets also available. The Ontario Election Office is part of the Legislative Assembly Office.

ONTARIO ENERGY BOARD

416-965-2851

ONTARIO ENERGY BOARD regulates certain phases of the natural gas industry in Ontario, including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas franchises and certificates. Acts upon references by the Ministry of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Ministry of Energy.

ONTARIO ENERGY CORPORATION

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects

in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

ONTARIO FILM INSTITUTE

416-429-4100

CULT & REC, ONTARIO SCIENCE CENTRE conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings) and the Ontario Film Archive.

ONTARIO FOOD COUNCIL

416-965-7701

AG & FOOD, ONTARIO FOOD COUNCIL promotes the development of domestic and foreign markets for Ontario's food products. The Consumer Section of the Ontario Food Council provides a consumer education and information service about the availability, quality and nutritive value of Ontario foods and on food purchasing and use. Also provides numerous publications on Ontario food products, their availability and storage.

ONTARIO GEOGRAPHIC NAMES BOARD

416-965-453

NAT RES, SURVEYS & MAPPING BRANCH B. The Branch provides topographical and cadastral descriptions of the land base. Task Force on Geographic Referencing will define one comprehensive system to allow rapid, visual geographic correlation of physical properties, resources, legal status, etc. of provincial land. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission aerial photography, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. The Ontario Geographic Names Board (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features unincorporated populated places, localities and other

topographic entities in Ontario. Consults with federal and municipal governments on related activities. Arbitrates geographic names issues and directs toponymic research. See also Nat Res Surveys & Mapping Branch (A) for other activities.

ONTARIO GOVERNMENT BOOKSTORE

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms, and supplies printing and typographic services to Ontario Government ministries and agencies through the graphic arts industry in Ontario. Also provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Duplicating Service (965-2211) provides an in-plant reproduction facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through both the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for the library depository system, cataloguing, inventory control and distribution of Ontario government publications.

ONTARIO GOVERNMENT PUBLICATIONS

416-965-6015

ONTARIO GOVERNMENT PUBLICATIONS are warehoused, catalogued and distributed by mail through the Publications Centre, Ministry of Government Services, 3B7 Macdonald Block, Queen's Park, Toronto, M7A 1N8 (965-6015), or through the Ontario Government Bookstore at 880 Bay St., Toronto (965-2054). Cheques or money orders should be made payable to the Treasurer of Ontario. For publications issued directly by a ministry, contact that ministry's regional office or its Information Services Branch in Queen's Park. The Publications Warehouse is located at 1220 Markham Road, Scarborough (Phone: 438-4520).

ONTARIO HEALTH INSURANCE PLAN

416-965-8034

HEALTH, AMBULANCE SERVICES BR is responsible for licensing and inspection of ambulance services in Ontario. Dispenses funds to, and generally supervises, these services. Operates a training program for operators and is responsible for central examination of graduates of the Ambulance & Emergency Care program in community colleges. Provides Ontario Health Insurance Plan approval and guidance regarding air transfers and coordinates air ambulance transfers. Operates the Ontario Ambulance Services Information System (OASIS). The branch does not accept requests for emergency ambulance

service other than air transfers. Six Regional Coordinators perform decentralized planning & coordinating functions. If ambulance service is required, consult inside cover of local telephone book or dial '0' for operator.

416-482-1111

HEALTH, ENROLMENT BRANCH enrolls all persons eligible for the Ontario Health Insurance Plan (OHIP); maintains records and answers all questions regarding enrolment and insured status. Immigrants receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to : OHIP Premium assistance based on taxable income and OHIP premium assistance based on age. Senior citizens 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Also provides service to employers in administration of their insured groups. Contact district offices.

416-965-5081

HEALTH, INSPECTION BR NURSING HOME INSPECTION Services licenses, inspects and investigates complaints about nursing homes. Inspection involves quality and quantity of nursing and personal care provided; adequacy of fire and general safety equipment; sanitation. Approves construction plans for new homes. Most residents of nursing homes are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to Homes for Special Care and nursing homes which can better meet their treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br, 965-5167. For nursing home licensing, inspection and complaints, contact head office or regional offices (in Toronto, 965-4690). For approval for development of new nursing home beds, contact Institutional Division, 965-8079.

416-965-5700

HEALTH, INSURANCE CLAIMS BR processes claims under the Ontario Health Insurance Plan (OHIP). Answers general questions about enrolment in OHIP, premium payments, claims payments and Extended Health Care benefits. Contact district offices.

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in

setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to the OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

ONTARIO HERITAGE FOUNDATION

416-965-5727

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing licences for archaeology and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

ONTARIO HOME RENEWAL PROGRAM

Ontario Home Renewal Program, see Housing, Community Renewal Br (A).

ONTARIO HOUSING

Ontario Housing, see Rent Geared to Income

ONTARIO HOUSING ACTION PROGRAM

416-965-3173

HOUSING, ONTARIO HOUSING ACTION PROGRAM works with provincial ministries and agencies, regional and area municipalities and private industry to expedite production and stabilize costs of new housing, especially for lower and moderate income families. The Ontario Housing Action Program (OHAP) also provides financial assistance to municipalities: interest-free loans for major servicing, planning study grants and unconditional housing incentive grants.

518 - ONTARIO HUMAN RIGHTS COMMISSION

ONTARIO HUMAN RIGHTS COMMISSION

416-965-6841

ONTARIO HUMAN RIGHTS COMMISSION administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Complaints of discrimination are investigated and conciliated. Educational efforts are made to eliminate prejudice. Publications on human rights are available. Community problem-solving in tense situations is undertaken. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

ONTARIO HYDRO

416-592-5111

ONTARIO HYDRO supplies electricity to the people of Ontario indirectly through 353 associated municipal utilities, and directly to more than 750,000 rural customers. The Ontario Hydro Electrical Inspection Program (Tel. 592-3721) provides technical guidance to consultants, contractors, architects, manufacturers and customers on problems concerning installation of electrical equipment and adherence to the Electrical Safety Code Book. Its Rural Electrical Service and Billing Inquiry Program (Tel. 592-3731) answers inquiries on service policy and practices from rural clientele. Ontario Hydro reports to the Legislature through the Minister of Energy.

ONTARIO HYDRO PUBLIC REFERENCE CENTRE

416-592-3331

ONTARIO HYDRO PUBLIC REFERENCE CENTRE is the information service for Ontario Hydro. For a description of activities see first entry under information service.

ONTARIO LABOUR RELATIONS BOARD

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employer & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights

duties in situations that may come before it.

ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g.: sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

ONTARIO LAND CORPORATION

416-965-6616

TE & IA, ONTARIO LAND CORPORATION (OLC) provides financing for land assemblies for new towns and industrial parks. Provides financing through Ontario Development Corporation for municipal industrial parks. Holds title to and manages land assemblies until assignment to permanent use.

ONTARIO LAW REFORM COMMISSION

416-965-4761

ATT GEN, ONTARIO LAW REFORM COMMISSION inquires into any matters relating to law reform, the administration of justice, judicial and quasi-judicial procedures. The Ontario Law Reform Commission conducts legal research to carry out these functions. The Professional Organizations Project (965-2740) was formed in July, 1976 to study the administration of these statutes: Architects Act, Law Society Act, Notaries Act, Professional Engineers Act, Public Accountancy Act.

ONTARIO LEGAL AID PLAN

416-598-0200

ONTARIO LEGAL AID PLAN is operated by the Law Society of Upper Canada, under authority of the Attorney General of Ontario. The Ontario Legal Aid Act ensures that no one shall be denied the services or advice of a lawyer because of lack of money. Every resident of Ontario, and in certain circumstances non-residents, may apply for legal assistance with the local area office. Qualification is based on need, with the local Community & Social Services District Office conducting an investigation of income, expenses and capital assets of the applicant. A report is made to the Legal Aid Area Director as to whether applicant pays nothing, a portion, or all costs of the legal aid applied for. In this

520 - ONTARIO LOTTERY CORPORATION

last situation, a person would be ineligible. The Legal Aid Certificate issued to an approved applicant is presented to a lawyer of his/her choice who participates in the plan. Consult local telephone directory for legal aid office in area. In the Judicial District of York, contact 598-0200.

ONTARIO LOTTERY CORPORATION

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries. For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br, Min. of Health, 15 Overlea Blvd., Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

ONTARIO MEDAL

416-965-9121

ONTARIO MEDAL. Three awards were established by the government to recognize outstanding Ontarians. The Ontario Medal for Good Citizenship was created to recognize and pay tribute to citizens who, through their selflessness, humanity and kindness make Ontario a better place to live. The Ontario Medal for Police Bravery recognizes acts of superlative courage and bravery performed in the line of duty by members of Ontario's police forces. The Ontario Medal for Firefighters Bravery likewise recognizes similar acts performed in the line of duty by members of Ontario's firefighting forces. Advisory councils on each of the awards select possible recipients of the medals. For nominations write to: The Secretary, Advisory Council, (specify award), Legislative Bldg., Queen's Park, Toronto M7A 1A1.

ONTARIO MILK MARKETING BOARD

Ontario Milk Marketing Board, see Ag & Food Milk Commission of Ontario, also Ag & Food Milk Industry Br

ONTARIO MORTGAGE CORPORATION

416-965-9135

HOUSING, ONTARIO MORTGAGE CORPORATION finances various ministry housing programs.

ONTARIO MUNICIPAL BOARD

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act, and appeals under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers program of grants to regional or restructured municipalities for certain sewage works and water works.

416-965-6934

TE & IA, LOCAL GOVERNMENT ORGANIZATION BR advises the Government on provincial policy for local government functions and organization, including local government reform based on local needs. Participates in the County Restructuring Studies Program (CRSP). Reviews division of local and provincial functions. Reviews role and organization of municipal councils, and suitability of Special Purpose Bodies. Reviews all legislation and Ontario Municipal Board decisions affecting municipalities.

ONTARIO NORTHLAND TRANSPORTATION

705-472-4500

NORAFFAIRS, ONT NORTHLAND TRANSPORTATION COMMISSION (ONTC) in North Bay supervises services in Northern Ontario such as air services (norOntair), highway and railway services (including the Polar Bear Express and the Northlander), water transportation (including ferry services to Manitoulin), transport, express and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

ONTARIO PLACE

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attraction are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

ONTARIO POLICE COLLEGE

416-965-6071

SOL GEN, ONTARIO POLICE COMMISSION ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

ONTARIO POLICE COMMISSION

416-965-6071

SOL GEN, ONTARIO POLICE COMMISSION ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

ONTARIO PUBLIC SERVICE

Ontario Public Service, see Civ Serv Branch Name, Govt Serv Employee Advisory Services, Govt Serv Employee Benefits Br, Govt Serv Employee Health Services Br, Govt Serv

Superannuation Board, Labour Women's Programs Div.

ONTARIO QUEBEC PERMANENT COMMISSION

416-965-2927

TE & IA, ONTARIO QUEBEC PERMANENT COMMISSION (OQPC) promotes and stimulates exchanges between governments, individuals, groups, schools and organizations in Ontario and Quebec to foster understanding and cooperation between residents of the two provinces. The Commission does not fund or operate programs directly, but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint support. Also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

ONTARIO RACING COMMISSION

416-965-0520

CCR, ONTARIO RACING COMMISSION (ORC) promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

ONTARIO RESEARCH FOUNDATION

416-822-4111

IND & TOUR, ONTARIO RESEARCH FOUNDATION in Sheridan Park, Mississauga, Ontario L5K 1B3 provides Canadian industry, consultants and government with a broad range of research and development and technological services through non-profit, contract research. All work undertaken for clients is confidential. Multi-disciplinary, independent laboratory facilities of Ontario Research Foundation are used by over 1000 companies each year for projects ranging from short-term feasibility studies through product and process development to long-range scientific and engineering investigation.

ONTARIO SCIENCE CENTRE

Ontario Science Centre, see also Cult & Rec Festival Ontario.

416-429-4100

CULT & REC, ONTARIO SCIENCE CENTRE conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public

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appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings) and the Ontario Film Archive.

ONTARIO SPECIAL BURSARY

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at college and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL) and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

ONTARIO SPORTS TRAINING CENTRE

416-844-8171

CULT & REC, ONTARIO SPORTS TRAINING CENTRE (OSTC) in Oakville is now being developed, with construction to start in 1977, tentative completion in 1979. To be built in stages, the Ontario Sports Training Centre is designed for training of amateur athletes and to serve as a sports competition and conference centre. Phase I facilities include a natatorium, multiple gymnasiums, an indoor fieldhouse, an outdoor stadium, fitness & weight training halls, medical & physiotherapy areas, the major locker core plus administration office. Twenty-three amateur sports are included in this phase, with the sport governing bodies recommending athletes for training. The Recreation Facilities Research Project under the OSTC is being created to gather and disseminate information about planning, design, construction and operation of sports, recreation and fitness facilities.

ONTARIO SPORTS TRAVELCADE

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in physical activities for enjoyment. Promotes competition in multi-sports games (e.g. regional & provincial Ontario Sum-

& Winter Games). Provides administrative, consultative and limited financial assistance (grants) to provincial sport governing bodies. The Ontario Sports Administration Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is also funded by this Ministry. Sports Awards Program honours accomplishments made by Ontario athletes and citizens in amateur sport. Coaching Development Program (Tel. 965-6311) improves the calibre of leadership available to amateur sport. Ontario Sports Travelcade (Tel. 965-6311) takes sports and fitness resources around Ontario to help raise the level of expertise among athletes, coaches, etc. The branch encourages physical fitness in individuals by working with community groups, municipalities and industries in the development of fitness programs (965-6311). See also Cult & Rec Office of Athletics Commissioner.

ONTARIO STATUS OF WOMEN COUNCIL

416-965-5111

ONTARIO STATUS OF WOMEN COUNCIL is an advisory Council consisting of sixteen members, all appointed by the Government. Advises the Ontario Government through the Provincial Secretariat for Social Development, on matters pertaining to the status of women in Ontario. Co-ordinates and monitors the implementation of recommendations contained in the report 'Equal Opportunity for Women in Ontario: A Plan For Action'. Reports annually to the Legislature. Several committees are active in such areas as: education, labour, health and child care and women with special needs.

ONTARIO STOCK YARDS BOARD

416-767-1163

AG & FOOD, ONTARIO STOCK YARDS BOARD operates under the federal Livestock & Livestock Producers' Act because of interprovincial trade. Some of the duties of the Ontario Stock Yards Board are to provide facilities for the weighing of livestock and supervising all scale operations. Sales agencies operating in the yard are licensed by the board to act as representatives in the selling of livestock.

ONTARIO STUDENT ASSISTANCE PROGRAM

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining,

apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL) and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

ONTARIO STUDENT LEADERSHIP CENTRE

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (tel. 965-5635), and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989) Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Project Japan (965-5629), Teacher Exchange Programs (965-5996). Also operates the Ontario Student Leadership Centre (OSLC) which accepts secondary school students for a series of training courses in leadership through physical education and athletics, music, student government (965-5989). The Student Guidance Information Service (SGIS) (965-9676) provides computerized career and institutional information to schools. Also is responsible for preparation of guidance documents and Ontario Student Record (OSR) material.

ONTARIO STUDENT LOAN

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at college

and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

ONTARIO STUDENT RECORD

Ontario Student Record, see Educ Student Activities & Special Projects Br.

ONTARIO TAX CREDIT

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto may call the Centre free of charge by asking Operator for Zenith 8-2000. In Metro Toronto, call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

ONTARIO YOUTH SECRETARIAT

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government programs involving youth, e.g. summer employment for students. They also offer an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel.: 965-0480.

ONTARIO 20

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel

trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

ONTOUR

Ontour, see Ontario Arts Council

OPTOMETRISTS

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to the OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

ORDER PAPER

416-965-1401

LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly, and is responsible for procedure and the daily publication of the

Order Paper and Votes and Proceedings, the official record of the activities of the House. The Clerk's Office will answer questions about the status of legislation before the House, and rules pertaining to Private Bills. Also provides certified copies of parliamentary bills.

RE

416-965-1337

NAT RES, MINERAL RESEARCH BR will identify a sample of rock, minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and agencies such as the Ontario Research Foundation.

GANIZED CRIME

416-965-8108

SOL GEN, OPP, INTELLIGENCE BR collects and disseminates police information relating to organized crime.

NITHOLOGY

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadiana at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture

series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

OSTEOPATHS

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to the OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

OUTREACH ONTARIO

416-965-6256

CULT & REC, OUTREACH ONTARIO is a coordinated program designed to decentralize the province's cultural resources encouraging cultural institutions to diversify their programs and expand their extension services. Cultural agencies and facilities involved include: the Art Gallery of Ontario, the Royal Ontario Museum, the Royal Botanical Gardens, the Ontario Educational Communications Authority, the Ontario Science Centre, the McMichael Canadian Collection, and public libraries. These agencies develop and administer their own Outreach programs. See also Cult & Rec Festival Ontario, a important part of Outreach Ontario, listed separately in the index.

OVERTIME PAY

Overtime Pay, see Labour Employment Standards Br

PAPERBACKS

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to

whether such businesses are registered.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconscionable consumer representations & provides redress procedures for consumers.

416-965-5599

CCR, PAPERBACK AND PERIODICAL DISTRIBUTORS Section licenses dealers of paperbacks and periodicals. Continually checks on the extent of non-resident ownership and control of these operations. Contact Queen's Park or regional offices.

PARCOST

416-965-6686

HEALTH, DRUGS & THERAPEUTICS BR establishes and maintains

quality and cost control standards for drugs. This includes evaluation and assessment of all drugs on the basis of safety, quality and therapeutic efficacy. Analytical testing is carried out as part of this assurance activity. The Branch provides professional advisory services to the Ministry, government agencies and institutions, professional groups, the pharmaceutical industry and the public on pharmaceutical services, pharmacology and therapeutics. Publishes and distributes the Ontario Drug Benefit Formulary and the PARCOST Comparative Drug Index that lists drugs assessed for quality and therapeutic value. When prescribed by a doctor or a dentist, drugs listed in the Formulary are obtained free of charge by Ontario Drug Benefit recipients. Also establishes standards of quality & cost for drugs & pharmaceutical service in hospitals, nursing homes, government institutions and Homes for the Aged.

PARK

Park, see Parks

PARKLAND

Parkland, see also Parks

416-965-5727

CULT & REC, HERITAGE TRUST BR supports the acquisition by the Ontario Heritage Foundation through donation or purchase, of buildings of historic or architectural value, parkland of scenic, recreational or archaeological interest, items of archaeological importance and works of art. Following acquisition, arrangements are made for architectural conservation or restoration where necessary, as well as for custody, use or display.

416-965-5727

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing licences for archaeology and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

PARKS

Parks, see also Parkland

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry of Culture and Recreation operates and maintains historic sites at Midland (Sainte Marie Among the Hurons) and Penetang (Historic, Naval and Military establishments). Ste. Marie Among the Hurons has been reconstructed on its original site and is open to the public as an historical exhibit. The Naval and Military Establishments have been restored and partially reconstructed, and are open to the public as an historical attraction. Both parks are maintained and operated to promote an appreciation of the Indian, French and British themes in the history of the Huronia area through public visitation. Both sites have interpretive and demonstration programs and are staffed by interpretive and maintenance staff. Contact Huronia Historical Parks, Midland, Ontario (Tel. 705 526-7838).

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-356-2241

NAT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 35 mile system of parks along the Niagara River including recreation areas, scenic attractions, historic sites. The Niagara Parks Commission also runs a School of Horticulture.

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general park information, contact 965-3081 and during the summer months from 8:00 a.m. to midnight, 967-0427.

416-965-3981

NAT RES, PARK PLANNING BR develops and coordinates provincial

534 - PARKWAY BELT SYSTEM

parks planning and other public recreational facilities. Assists other government and private agencies with related planning. Contact regional office.

519-862-1035

NAT RES, ST CLAIR PARKWAY COMMISSION in Corunna is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron, to Mitchell's Bay on Lake St. Clair. The St Clair Parkway Commission is a joint program of parks and recreation development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

416-965-6616

TE & IA, ONTARIO LAND CORPORATION (OLC) provides financing for land assemblies for new towns and industrial parks. Provides financing through Ontario Development Corporation for municipal industrial parks. Holds title to and manages land assemblies until assignment to permanent use.

PARKWAY BELT SYSTEM

416-965-3243

TE & IA, PARKWAY BELT GROUP manages the activities involved in the Parkway Belt System. The System is a major part of the Toronto-Centred Region Concept that is designed to provide for urban areas physically arranged in two tiers to the west and east of Toronto.

PAROLE

416-965-4361

CORR SERV, ONTARIO BOARD OF PAROLE considers for parole inmates serving sentences which include indefinite terms. The Ontario Board of Parole only reviews terms of persons in provincial correctional institutions, not of those in federal institutions.

416-965-4511

CORR SERV, PROBATION AND PAROLE ADULT BR works closely with all Courts of criminal jurisdiction in the Province of Ontario and the Ontario Board of Parole: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of Parole; assisting probationers; providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office.

PARTNERSHIPS

416-965-7581

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships and limited partnerships, proprietorships and registration of corporations style names. Also registers dissolution or withdrawal of these and conducts public searches of documents relating to business ventures.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

Pasteurization Plants

Pasteurization Plants, see Health Community Health Protection Br Food.

PATENT

Patent, see Letters Patent, Land Patents

PATHOLOGISTS

416-965-1554

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies & biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and sudden death investigations.

PENSIONERS

Pensioners, see Senior Citizens

PENSIONS

416-965-2961

CCR, PENSION COMMISSION OF ONTARIO administers the Pension Benefits Act, which includes the registration of all private pension plans covering employees in Ontario. Also seeks to improve the quality and the administration of pensions.

416-965-9419

CIV SERV, BENEFITS POLICY BR develops, recommends, implements and maintains policies with respect to all public sector pension plans and benefit programs within the Ontario Public Service (OPS). Coordinates activities of committees monitoring pension escalation fund and insurance programs. Assists Staff Relations Div in negotiating employee benefits in the Ontario Public Service. Produces, updates and distributes information on benefits and pensions to all civil servants. For questions regarding administration of benefit plans call respective ministry personnel branch, or Employee Benefits Branch, Ministry of Government Services, 965-6861.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to \$150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single

mothers, permanently unemployable fathers, foster children, etc.).

416-226-2700
EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of a deceased teacher.

416-965-2097
GOVT SERV, PUBLIC SERVICE Superannuation Board recommends payments of annuities, pensions and disability benefits and approves applications in respect of past service credits and pension credit transfers. The Public Service Superannuation Board also hears appeal from contributors, pensioners or dependents against administrative decisions. Pensions for Ontario Public Service employees are handled by Employee Benefits Branch (965-2097). Private pension plans should be referred to the Pension Commission of Ontario (965-2961).

416-965-8500
WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. A claimant who does not agree with a WCB decision may appeal his or her case. In addition, the Board underwrites the educational programs of nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre (H&RC) is in Downsview (Northwest Toronto). The Board maintains two information offices in Toronto and area offices in eight other Ontario cities. The WCB reports through the Minister of Labour to the Legislature. Contact Head Office or area offices.

PERIODICALS

416-965-4241
CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconscionable consumer representations & provides redress procedures for consumers.

416-965-5599

CCR, PAPERBACK AND PERIODICAL DISTRIBUTORS Section licenses dealers of paperbacks and periodicals. Continually checks the extent of non-resident ownership and control of these operations. Contact Queen's Park or regional offices.

416-965-6487

CULT & REC, CULTURAL INDUSTRIES BR is involved with the film industry, recording industry, book publishing and periodical industries. Provides liaison with various levels of government and industries themselves. Does not give grants

or loans. Main emphasis is on policy development. Contact regional offices or main office.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

PERSONNEL

Personnel Branch in each ministry works mainly in an advisory capacity with all line managers who have primary responsibility for all personnel matters within their units. Personnel Branch is responsible for the establishment of ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all ministry employees, staff recruitment, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. Maintains the ministry's personnel, payroll and employee benefit records. Provides liaison between the ministry and Civil Service Commission, Management Board and the Ontario Public Service Employees Union (OPSEU).

416-965-7452

AG & FOOD, PERSONNEL BR performs the personnel functions for the Ministry of Agriculture and Food. For a description of branch activities, see first entry under personnel.

416-965-2552

ATT GEN, PERSONNEL MANAGEMENT BR performs the personnel functions for the Ministry of the Attorney General. For a description of branch activities, see first entry under personnel.

416-965-6481

CCR, PERSONNEL SERVICES BR performs the personnel functions for the Ministry of Consumer and Commercial Relations. For description of branch activities, see first entry under personnel.

416-965-2065

CIV SERV, ADMIN SERVICES BR, PERSONNEL Services Unit provide the Commission and Management Board with administrative services, advice and decisions on personnel administration. Personnel Data Section (965-1401) maintains Ontario Public Service position, organization and employee data and supplies data to authorized Commission staff.

416-965-9419

CIV SERV, BENEFITS POLICY BR develops, recommends, implements and maintains policies with respect to all public sector pension plans and benefit programs within the Ontario Public Service (OPS). Coordinates activities of committees monitoring pension escalation fund and insurance programs. Assists Staff Relations Div in negotiating employee benefits in the Ontario Public Service. Produces, updates and distributes information on benefits and pensions to all civil servants. For questions regarding administration of benefit plans call respective ministry personnel branch, or Employee Benefits Branch, Ministry of Government Services, 965-6861.

416-965-1483

CIV SERV, STAFFING CONTROL BR develops and administers policies, standards and procedures to control the staffing activities of the Ontario Public Service. Reviews and recommends for approval all requests from ministries for unclassified appointments and external recruitment. Develops policies on surplus employees and manpower control. Reviews delegated recruiting agreements and provides ministries with staffing, training and recruitment services for non-delegated classes, e.g. personnel administrators.

416-965-4503

COLL UNIV, PERSONNEL BR performs the personnel functions for the Ministry of Colleges & Universities. For description of branch activities, see first entry under personnel.

416-965-4701

COMM SOC, PERSONNEL BR performs the personnel functions for the Ministry of Community and Social Services. For a description of branch activities, see first entry under personnel. Training and educational assistance is the responsibility of Comm Soc Training and Staff Development Branch, 965-6211.

416-965-6601

CORR SERV, PERSONNEL BR performs the personnel functions for the Ministry of Correctional Services. For a description of branch activities, see first entry under personnel. Also operates summer employment programs for students based on experience and assigned task projects for four month work periods in institutions.

416-965-0225

CULT & REC, PERSONNEL BR performs the personnel functions for the Ministry of Culture and Recreation. For a description of functions see first entry under personnel.

416-965-2222

EDUC, PERSONNEL BR performs the personnel functions for the Ministry of Education. For a description of branch activities, see first entry under personnel.

416-965-3267

ENV, PERSONNEL BR performs the personnel functions for the Ministry of the Environment. The branch is also responsible for technical training of water and sewage plant operators, women's advisor and safety advisory staff and those involved in the bilingualism program. For a description of branch activities see first entry under personnel.

416-965-7011

GOVT SERV, PERSONNEL BR performs the personnel functions for the Ministry of Government Services. For a description of branch activities see first entry under personnel.

416-965-5077

HEALTH, HUMAN RESOURCES BR performs the personnel functions for the Ministry of Health. For a description of branch activities, see first entry under personnel. The Branch is also a resource to the general health sector in labour relations, compensation and management development.

416-965-6649

HOUSING, PERSONNEL BR performs the personnel functions for the Ministry of Housing. For a description of functions see first entry under personnel.

416-965-4259

IND & TOUR, PERSONNEL BR performs personnel functions for the Ministry of Industry and Tourism, based on knowledge of Ministry programs and personnel concepts. For further description of functions see first entry under personnel.

416-965-6121

LABOUR, PERSONNEL BR performs the personnel functions for the Ministry of Labour. For a description of branch activities, see first entry under Personnel.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides visitors with Ontario travel information and direction to various government offices. Bilingual guides are available. Stewards Branch (965-7651) administers the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clipping service.

416-965-3825

NAT RES, PERSONNEL BR performs the personnel functions for the Ministry of Natural Resources. For a description of branch activities, see first entry under Personnel. Also hires qualified 17 year old persons as junior forest ranger. There are personnel officers in each of the Ministry's eight Regional Offices.

416-965-1788

REVENUE, PERSONNEL SERVICES BR performs the personnel functions for the Ministry of Revenue. For a description of branch activities, see first entry under personnel.

416-965-8120

SOL GEN, OPP, MANPOWER ADMINISTRATION BR provides the Ontario Provincial Police with support service pertaining to qualitative and quantitative manpower needs. Administers: bilingual capabilities program, personnel files & personnel inventory system, civilian complement control.

416-965-6784

SOL GEN, PERSONNEL SERVICES BR performs the personnel functions for the ministry with the exception of OPP uniformed recruitment, uniformed staff development and staff relations with the Ontario Provincial Police Association (OPPA). The Personnel Branch may be reached at 965-8404 for the following services: civilian recruitment, classification (all), documentation (all), staff relations (civilian). For other functions contact 965-6784. For description of branch

activities, see first entry under Personnel.

416-965-6171
TE & IA, PERSONNEL ADMINISTRATION BR performs the personnel functions for the Ministry of Treasury, Economics and Intergovernmental Affairs. For a description of branch activities, see first entry under personnel.

416-248-3643
TR & COMM, PERSONNEL BR performs the personnel functions for the Ministry of Transportation & Communications. For a description of branch activities, see first entry under personnel.

PESTICIDES

416-965-1081
AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household & urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

416-965-7048
ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises on environmental research grants and evaluates results. Coordinates pesticide problems. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section, phone: 965-2401.

416-965-2531
ENV, PESTICIDES APPEAL BOARD provides a mechanism of appeal to persons affected by decisions of the Ministry of the Environment regarding the use of pesticides, in accordance with the Pesticides Act, 1973.

416-965-2401
ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides and herbicides. Issues licences for use and sale of pesticides. Has publications on, and answers inquiries about, control of household pests, insects, etc. Contact regional office.

416-965-5115
ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry

services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

416-965-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants on fish and other aquatic organisms. Contact regional office.

PETROLEUM

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery

PHARMACEUTICAL

Pharmaceutical, see also Pharmacists

416-965-6686

HEALTH, DRUGS & THERAPEUTICS BR establishes and maintains quality and cost control standards for drugs. This includes evaluation and assessment of all drugs on the basis of safety, quality and therapeutic efficacy. Analytical testing is carried out as part of this assurance activity. The Branch provides professional advisory services to the Ministry, government agencies and institutions, professional groups, the pharmaceutical industry and the public on

pharmaceutical services, pharmacology and therapeutics. Publishes and distributes the Ontario Drug Benefit Formulary and the PARCOST Comparative Drug Index that lists drugs assessed for quality and therapeutic value. When prescribed by a doctor or a dentist, drugs listed in the Formulary are obtained free of charge by Ontario Drug Benefit recipients. Also establishes standards of quality & cost for drugs & pharmaceutical service in hospitals, nursing homes, government institutions and Homes for the Aged.

PHARMACISTS

Pharmacists, see also Pharmaceutical

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

PHOTOGRAPHY

Photography, see Ontario Arts Council

PHYSICALLY HANDICAPPED

Physically Handicapped, see also Handicapped, Disabled

416-965-9537

ONT ADVISORY COUNCIL ON PHYSICALLY HANDICAPPED consists of nineteen members appointed by Order in Council. Council advises the government on matters pertaining to the well-being of physically handicapped persons. Promotes the development and creation of opportunities for self-help for the physically handicapped. Reviews current policies relevant to handicapped persons involving education, employment, rehabilitation, income maintenance, health measures, programs on housing, transportation, recreation, guardianship and other related services. Council meets monthly.

PYSICIANS

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals

representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all component of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

416-965-5021

HEALTH, MANPOWER PLANNING Section under the Office of the Deputy Minister, Community Health Services, assembles and provides information on supply and requirements for health manpower (physicians, nurses, allied health professionals, etc.) and prepares policy studies for Ministry review. The section serves the Ministries of Health, Colleges & Universities, and the Ontario Council of Health.

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that

unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to the OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; to support community programs teaching primary ambulatory care to health professionals on a team-care approach; to encourage physicians (965-1170) and dentists (965-5036) to set up practices in underserviced areas; and to attract individuals to priority health training programs. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery funds for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

PHYSIOTHERAPY

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

PILLOWS

Pillows, see Upholstered and Stuffed Articles

PITS

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

PLANETARIUM

Planetarium, see Royal Ontario Museum.

PLANNING

Planning, see Community Planning, Land Use Planning

PLANS

Plans, see Maps, also Surveys

PLANTS

416-562-4141

AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticulture research to increase production and develop new varieties of fruits, vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

PLAYWRIGHTS

Playwrights, see Ontario Arts Council

PLOWING

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR give

grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Canadian Plowing Council.

PLUMBING

416-965-5881

CCR, BUILDING CODE BR is developing a fire code and administers a building code for Ontario to minimize building, health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Maintains the Ontario Plumbing Code.

POLAR BEAR EXPRESS

705-472-4500

NORAFFAIRS, ONT NORTHLAND TRANSPORTATION COMMISSION (ONTC) in North Bay supervises services in Northern Ontario such as air services (norOntair), highway and railway services (including the Polar Bear Express and the Northlander), water transportation (including ferry services to Manitoulin), transport, express and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

POLAR GAS PROJECT

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

POLICE

Police, see Sol Gen OPP Branch Name. See also Att Gen Criminal Injuries Compensation Board, Ontario Medal, Sol Gen Ontario Police Commission, Sol Gen Ontario Police Commission Technical Services, Sol Gen Retail Business Holidays Act.

POLICYHOLDERS

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies,

550 - POLITICAL CONTRIBUTIONS

credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

POLITICAL CONTRIBUTIONS

416-965-0455

COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES administers the Election Finances Reform Act which provides for registration of political parties and constituency associations active in Ontario, and candidates in a provincial election. Limits political contributions to, and period of advertising and advertising expenses of, registered parties, constituency associations and candidates during a provincial election campaign. Provides subsidies to candidates with respect to election campaign expenses incurred. Requires filing of audited campaign period statements of receipts & expenses by political parties, constituency associations and candidates, and audited annual financial statements of assets and liabilities by political parties and constituency associations.

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto may call the Centre free of charge by asking Operator for Zenith 8-2000. In Metro Toronto, call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

POLLUTANTS

Pollutants, see also Pollution

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of

insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-6971

ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control emission of pollutants; coordinates and conducts applied research in the areas of water supply, and sewage and wastewater treatment, and provides technical support in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

POLLUTION

Pollution, see also Waste, also Pollutants

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Produces periodic air quality reports. Assesses immediate and long-term effects of air contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous substances and other emissions. Administers environmental research grants. Contact regional office.

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970, and the Environmental Protection Act, 1971.

416-768-5614

ENV, FARM POLLUTION ADVISORY COMMITTEE is composed of four practising farmers who act in an advisory capacity to the Ministry of the Environment. Where complaints of livestock odors and effluent runoff have not been resolved by ministry inspectors, the Committee is called in to investigate

complaints and recommend corrective action. The Committee is at RR 4, Hagersville.

416-248-3015

ENV, LABORATORY SERVICES BR provides analytical support for other branches of the ministry in their environmental quality assessment and pollution control programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central Laboratory in Toronto advises regional laboratories in Thunder Bay, London and Kingston on the use of new analytical procedures. Participates in environmental research projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health. Participates in programs of the International Joint Commission (IJC). For information on the IJC, write to the Canadian Section, International Joint Commission, Room 851, Burnside Bldg., 151 Slater St., Ottawa, Ontario K1P 5H2.

416-965-7048

ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises on environmental research grants and evaluates results. Coordinates pesticide problems. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section, phone: 965-2401.

416-965-6971

ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control emission of pollutants; coordinates and conducts applied research in the areas of water supply, and sewage and wastewater treatment, and provides technical support in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

416-965-2537

ENV, POLLUTION CONTROL BR CONTINGENCY PLANNING Section promotes organization and planning by industries, the municipalities and federal and provincial agencies to control and cope with pollution caused by emergency spills of contaminants.

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes, and industrial waste treatment and control with respect to water, air and solids. Contact regional office.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge, boating and ice huts. Contact regional office.

416-965-3071

ENV, POLLUTION CONTROL BR NOISE Pollution Control Section deals with the control of noise emissions and comments on the relationship between new and existing land use and noise sources. Develops acoustics criteria and standards. Develops, updates and promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Toronto has. Complaints within the city can be directed to Noise Control Branch, Dep't. of Public Works, Tel. 465-5477. Other areas contact local Bylaw Officers or the Ministry's head office or regional offices.

416-965-2401

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides and herbicides. Issues licences for use and sale of pesticides. Has publications on, and answers inquiries about, control of household pests, insects, etc. Contact regional office.

416-248-3739

ENV, POLLUTION CONTROL BR RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups; dissemination of technical information and findings; technical assistance to the Planning Sections; applied research studies on pollution; and technical support for, and application of, new technology to the public through regional offices or directly to municipalities and industry.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers program of grants to regional or restructured municipalities for certain sewage works and water works.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users. It assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections.

416-965-4590

ENV, WATER RESOURCES BR PLANNING and Coordination Section

coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Contact regional office.

416-965-4590

ENV, WATER RESOURCES WATER MODELLING Section develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film production and industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks: providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans

are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

416-965-2493

LABOUR, OCCUPATIONAL HEALTH BR, Occupational Health Service (965-3610) acts as consultant to those responsible for providing in-plant health care facilities and a healthful working environment for employees. Sets standards and guidelines for chemical substances and physical agents used in the work environment; investigates exposures to toxic chemical agents and harmful physical agents and recommends controls. Environmental Health Studies Service (965-6375) studies the effects of environment and pollution on human health. Health Physics Service (965-8178) directs a program to protect the public from harmful effects of radiation including X-Rays, microwaves and lasers. Handles registration of X-Ray equipment. Monitors areas around nuclear power stations and uranium mines for radioactive pollution.

POPULATION

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and advises on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA), and Federation Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts,

cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

POSTNATAL

416-965-8176

HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH
Consultants promote community health programs related to prenatal and postnatal care and education, infant and preschool health, health of children at school, family life education and family planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

POULTRY

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

POUNDS

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

POWER PLANTS

416-965-4188

CCR, OPERATING ENGINEERS BR promotes the safe operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

PREGNANCY LEAVE

Pregnancy Leave, see Maternity Leave

PREGNANT MARE URINE FARMS

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

PREJUDICE

416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-6841

ONTARIO HUMAN RIGHTS COMMISSION administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status,

nationality, ancestry or place of origin. Complaints of discrimination are investigated and conciliated. Educational efforts are made to eliminate prejudice. Publications on human rights are available. Community problem-solving in tense situations is undertaken. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

PRENATAL

416-965-8176

HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH Consultants promote community health programs related to prenatal and postnatal care and education, infant and preschool health, health of children at school, family life education and family planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

PREPAID HOSPITAL

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

PRESSURE VESSELS

416-965-4121

CCR, BOILERS AND PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels

560 - PRINT PROCUREMENT

before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

PRINT PROCUREMENT

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms, and supplies printing and typographic services to Ontario Government ministries and agencies through the graphic arts industry in Ontario. Also provides subscriptions to Hansard Bills, Votes and Proceedings and Order Papers (965-2238). Duplicating Service (965-2211) provides an in-plant reproduction facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through both the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for the library depository system, cataloguing, inventory control and distribution of Ontario government publications.

PRIVATE ASSISTED RENTAL PROGRAM

Private Assisted Rental Program, see Housing Community Housing Division B.

PRIVATE INVESTIGATORS

416-965-5814

SOL GEN, OPP, REGISTRAR OF PRIVATE INVESTIGATORS & Security Guards investigates and approves the licensing of agencies that provide the services of private investigators and security guards. Licenses agency employees to act as private investigators or security guards.

PRIVATE SCHOOLS

416-965-2609

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of elementary & secondary school teaching certificates (965-2600); evaluation of teaching qualifications (965-6126); evaluation of academic qualifications, including those of Ontario landed immigrant (965-1357); admission of teachers to Ministry summer course (965-4487); secondary school diplomas, scholarships (965-7291); secondary school bursaries (965-6126); transcripts of student records (965-5384); transcripts of teacher training courses (965-2600); and inspection of private schools (965-6802). The Branch evaluates foreign education documents at the elementary and secondary school levels for employment and study purposes.

416-965-2228

EDUC, SUPERVISION & LEGISLATION BR, SUPERVISION Section serves as a main channel of communication between the Ministry and private schools, correctional and National Defence Schools, organizations of teachers, principals, trustees and school officials. Advises on all aspects of school administration. The office of the Provincial School Attendance Counsellor is located at this branch.

PRIVATE VOCATIONAL SCHOOLS

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATS), often called community colleges. Colleges work closely with Canada Manpower for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools, and for Regional Nursing Assistant (RNA) schools. For information about private vocational schools, contact 965-9127. For information about RNA schools and the RNA program, contact 965-4051.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counselors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

PROBATION

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents

for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-1487

CORR SERV, JUVENILE DIVISION provides three types of service to children between the ages of 7 and 17 years: probation and after-care, training schools and group homes. As an alternative to training schools, group homes provide juveniles with an opportunity for growth in the community. Group homes are on contract with the ministry. Community resources and training schools are used for reassessments. Regional coordinators work with homes, providing general support and liaison with other ministry branches and agencies. Province-wide probation and after-care regional offices work with juveniles and their families. See also Corr Serv Delinquency Prevention & Native Programs, another activity of this division.

416-965-4511

CORR SERV, PROBATION AND PAROLE ADULT BR works closely with all Courts of criminal jurisdiction in the Province of Ontario and the Ontario Board of Parole: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of Parole; assisting probationers; providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office.

PROJECT CANADA

Project Canada, see Educ, Student Activities & Special Projects Br.

PROJECT JAPAN

Project Japan, see Educ, Student Activities & Special Projects Br.

PROJECT SCHOOL-TO-SCHOOL

Project School-to-School, see Educ, Student Activities & Special Projects Br.

PROJECTIONISTS

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm, 16mm projectors and films. Also examines and licenses projectionists. Approves motion picture advertising and classification.

PROPANE

416-965-7627

CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

PROPERTY TAXATION

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on real property valuation for municipal tax purposes. For further information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The

branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-5189

REVENUE, ASSESSMENT STANDARDS BR. The Ministry of Revenue, under the Assessment Act, assesses the value of real property in Ontario, which assessment local governments use as basis for property taxation. The Assessment Standards Branch: develops, maintains and implements valuation methods; standardizes valuation procedures; provides training of assessment personnel (Tel. 965-3905). Conducts related technical research (965-3305).

416-965-1671

TE & IA, MUNICIPAL FINANCE BR maintains a municipal financial data system; produces financial analyses based on mun. financial statements; maintains: summary of mill rates, register of prov'l. grants to local sector & monitors its fiscal capacity. Advises on local sector debt. Studies property taxation to develop new system. Advises regional/restructured gov'ts. on financial policy; manages Special Assistance part of unconditional grants. Administer Ont. Mun. Improvement Corp. (OMIC), Ont. Educ. Capital Aid Corp. (OECAC), Ont. Univ. Capital Aid Corp. (OUCAC). Contact: Loc. Gov't. Financial Analysis, 965-2417; Loc. Gov't. Tax Reform 965-2194; Restructured Municipalities Finance, 965-1074; Mun. Borrowings, 965-2451; Finance Legislation, 965-0577.

PROPRIETORSHIPS

416-965-7581

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships and limited partnerships, proprietorships and registration of corporations style names. Also registers dissolution or withdrawal of these and conducts public searches of documents relating to business ventures.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures,

trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

PROSECUTIONS

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-2831

ATT GEN, CROWN LAW OFFICE, CIVIL Law provides litigious service in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all Ontario government ministries and agencies. Answers inquiries from the public on statutes administered by the Ministry of the Attorney General. Conducts prosecutions including prosecutions under provincial legislation. Deals with constitutional questions. Acts as Queen's Proctor in divorce matters.

416-965-0650

ATT GEN, CROWN LAW OFFICE, CRIMINAL LAW is responsible for the preparation and argument of all criminal appeals in indictable offences in the province, whether the Crown is the Respondent or the Appellant. Conducts special prosecutions. The branch deals with the judiciary, Crown attorneys, the police and the public.

PROSPECTORS

Prospector's Licence, see Nat Res Lands Administration Br.

416-965-4641

NAT RES, GEOLOGICAL BR provides information on the geology and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral

wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques and presentation of education classes and lectures on minerals. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures and unpublished files are used by the general public, prospectors, mining companies, universities and government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake and Sudbury district offices.

416-965-1337

NAT RES, MINERAL RESEARCH BR will identify a sample of rock, minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and agencies such as the Ontario Research Foundation.

PROSTHETIC

Prosthetic (restorative services), see also Comm Soc Rehabilitation Br

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policies for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-423-4240

PROVINCE OF ONTARIO SAVINGS OFFICE - 567

conducts regional treatment centres where treatment of cancer by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). Rehabilitation services are also provided for patients needing speech therapy or prosthetic devices. Grants are awarded for cancer research, and medical graduates are encouraged to work on cancer treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

ROTTOCOL

416-965-5741

GOVT SERV, PROTOCOL SERVICES Recording Office records and certifies documents and land patents searches. See also Govt Serv Protocol Services Protocol Section, also Scrolls Section.

416-965-1215

GOVT SERV, PROTOCOL SERVICES Protocol Section answers inquiries from other branches, agencies and the public about protocol procedures and social etiquette. Arranges official Ontario ceremonies, conferences and special events. A government hospitality fund provides resources to host hospitality functions (e.g. luncheons, coffee receptions) where the government officially welcomes visitors from outside Ontario who attend national or international events. Request for assistance should be in writing to: The Minister of Government Services, Queen's Park, Toronto. See also Govt Serv Protocol Services Recording Office, also Scrolls Section.

416-965-5733

GOVT SERV, PROTOCOL SERVICES SCROLLS Section prepares congratulatory scrolls for Ontario citizens on the request of their Member of Provincial Parliament, to acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, municipalities and other organizations. See also Govt Serv Protocol Services Protocol Section, also Recording Office.

PROVINCE OF ONTARIO SAVINGS OFFICE

416-965-1791

REVENUE, PROV OF ONTARIO SAVINGS OFFICE provides general savings bank services to the public in branches throughout the province. The Province of Ontario Savings Office deposits funds in excess of day-to-day requirements with the Consolidated Revenue Fund.

PROVINCIAL AUDITOR

416-965-1381

OFFICE OF PROVINCIAL AUDITOR carries out the statutory requirements imposed under the Audit Act & other statutes of the province. The Provincial Auditor manages the audit of the Consolidated Revenue Fund as well as the audit of ministerial and quasi-judicial agencies.

PROVINCIAL LOTTERY

Provincial Lottery, see Ontario Lottery Corporation.

PROVINCIAL-MUNICIPAL

Provincial-Municipal, see also Municipalities

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grant structure, including deconditionalizing of various specific grants. Develops budget options for assistance to local government and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for unconditional grants. Administers all unconditional grants, valued at over \$400 million in 1977. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and advises on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA), and Federation Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business municipalities, etc.

PROXY

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

PSYCHIATRIC

Psychiatric, see also Mentally Incompetent

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-5081

HEALTH, HOMES FOR SPECIAL CARE PROGRAM, Psychiatric Hospitals Branch, licenses and inspects Homes for Special Care which provide nursing home and residential home care for former patients of Ontario psychiatric hospitals and mental retardation centres. Contact local psychiatric hospital.

416-965-6234

HEALTH, PSYCHIATRIC HOSPITALS BR is responsible for administering Provincial Psychiatric Hospitals. Contact local psychiatric hospital.

PSYCHOLOGY

416-965-6491

CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to the adult and juvenile programs of the Ministry. Consultants in psychiatry, dentistry, psychology, social work and chaplaincy are responsible for planning and supervision of services in these fields.

Library Services Br (965-7773) provides library services to inmates and wards under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

PUBLIC ACCOUNTS

416-965-5273

TE & IA, FINANCIAL INFORMATION & ACCOUNTING Policy Branch is responsible for public reporting of government financial information. Produces Public Accounts annually for Legislature and the public. Operates Consolidated Revenue Fund accounting systems and budget monitoring system serving provincial ministries and agencies. Accounting Research and Policy Development Section (965-1731) serves ministries and agencies on development of financial information system and financial information and accounting policy development. Maintains financial administration policy liaison with Management Board and banking policy liaison with the banking community.

PUBLIC HEALTH

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of

recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL Services are the responsibility of the Veterinary Public Health Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

416-965-4164

HEALTH, COMMUNITY HEALTH PROTECTION BR, INSPECTION Services provides consultants to municipalities to advise on local health inspection matters. Information available from the branch on location of nearest public health agency, or contact regional offices. See also other sections in Health Community Health Protection Br described separately.

416-965-1170

HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct public health services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides public health inspection service to industrial camps in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

416-965-4058

HEALTH, COMMUNITY HEALTH PROTECTION BR, VD (venereal disease) clinics for the diagnosis and treatment of VD are located throughout the province. Provides advice to physicians re management of VD cases and educates public on all aspects of venereal disease. Contact local Public Health unit. In Metro Toronto call any time Tel. 965-3333. Grants are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis,

brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

416-965-4441

HEALTH, HEALTH PROMOTION BR PUBLIC HEALTH NURSING Consultants provide consultation to health agencies in all areas of public health nursing services. Provides information on public health nursing job opportunities and licensing to practise public health nursing. See also other sections in Health Health Promotion Br described separately.

PUBLIC HOLIDAYS

Public Holidays, see Labour Employment Standards Br, also Sol Gen Retail Business Holidays Act. Br.

PUBLIC HOUSING

Public Housing, see Rent Geared to Income

PUBLIC SERVICE APPEAL BOARDS

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6246), established in 1975, hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union, the Liquor Control and Liquor Licence Board Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6246) hears appeals re union representatives, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees

Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate interests, disputes, e.g. salary rates, benefits, etc.

PUBLIC SERVICE SUPERANNUATION

416-965-6861

GOVT SERV, EMPLOYEE BENEFITS BR administers the following employee benefits plans: Public Service Superannuation Act (PSSA), Superannuation Adjustment Benefits Act (SABA), Legislative Assembly Retirement Allowances Act (LARAA), Employees' Group Insurance Plan (EGP), Long Term Income Protection (LTIP) for employees of the Ontario Public Service only. Informs existing and retired employees of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

416-965-2097

GOVT SERV, PUBLIC SERVICE Superannuation Board recommends payments of annuities, pensions and disability benefits and approves applications in respect of past service credits and pension credit transfers. The Public Service Superannuation Board also hears appeal from contributors, pensioners or dependents against administrative decisions. Pensions for Ontario Public Service employees are handled by Employee Benefits Branch (965-2097). Private pension plans should be referred to the Pension Commission of Ontario (965-2961).

PUBLIC TENDERS OFFICE

416-965-6937

GOVT SERV, SUPPLY ADMINISTRATION BR provides a government-wide purchasing service, including development of specifications and standards. Develops Collective Purchasing Arrangements for commodities commonly used by Ontario Government ministries and agencies. In addition to purchasing the requirements of the Ministry of Government Services, the branch purchases furniture and all other furnishings for other ministries and other items required for the initial outfitting of new facilities. Operates the Public Tenders Office to receive tenders for government contracts. Maintains suppliers lists by vendor and commodity, and a vendors catalogue library. Controls and directs government assets disposal.

PUBLIC TRUSTEE

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an

estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

PUBLIC VEHICLES

Public Vehicles, see Tr & Comm Highway Carrier Licensing Office.

PUBLICATIONS CENTRE

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms, and supplies printing and typographic services to Ontario Government ministries and agencies through the graphic arts industry in Ontario. Also provides subscriptions to Hansard Bills, Votes and Proceedings and Order Papers (965-2238). Duplicating Service (965-2211) provides an in-plant reproduction facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through both the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for the library depository system, cataloguing, inventory control and distribution of Ontario government publications.

416-965-6015

ONTARIO GOVERNMENT PUBLICATIONS are warehoused, catalogued and distributed by mail through the Publications Centre, Ministry of Government Services, 3B7 Macdonald Block, Queen Park, Toronto, M7A 1N8 (965-6015), or through the Ontario Government Bookstore at 880 Bay St., Toronto (965-2054). Cheques or money orders should be made payable to the Treasurer of Ontario. For publications issued directly by ministry, contact that ministry's regional office or its Information Services Branch in Queen's Park. The Publications Warehouse is located at 1220 Markham Road, Scarborough (Phone: 438-4520).

PUBLISHING

416-965-6487

CULT & REC, CULTURAL INDUSTRIES BR is involved with the film industry, recording industry, book publishing and periodicals industries. Provides liaison with various levels of government and industries themselves. Does not give grants.

or loans. Main emphasis is on policy development. Contact regional offices or main office.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

PURCHASING

Purchasing, see Administrative Services

PYRAMIDIC SCHEMES

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramid schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or

unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconscionable consumer representations & provides redress procedures for consumers.

416-965-2513

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers is responsible for investigating complaints about an registering private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidic schemes under the Pyramidic Sales Act. Recommends appointments under the Bailiffs Act.

QUARRIES

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery

QUARTER CENTURY CLUB

416-965-5761

CIV SERV, ADMIN SERVICES BR, STAFF Services Section administers the Quarter Century Club for government employees with 25 or more years of service, including superannuates. The Club organizes yearly banquets across Ontario and hosts Canada-wide seminars in Toronto.

QUEBEC

Quebec, see Ontario-Quebec Permanent Commission

QUEEN'S PROCTOR

416-965-2831

ATT GEN, CROWN LAW OFFICE, CIVIL Law provides litigious service in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all Ontario government ministries and agencies. Answers inquiries from the public on statutes administered by the Ministry of the Attorney General. Conducts prosecutions including prosecutions under provincial legislation. Deals with constitutional questions. Acts as Queen's Proctor in divorce matters.

DISEASES

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis, brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other

578 - RACE TRACKS

sections in Health Community Health Protection Br described separately.

RACE TRACKS

416-965-0520

CCR, ONTARIO RACING COMMISSION (ORC) promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

416-965-5772

REVENUE, RETAIL SALES TAX BR administers the collection of Retail Sales Tax by Ontario vendors. This tax is paid at the time of purchase on certain goods consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning tax exempt items and other aspects of the tax, as well as carrying out periodic audits. Tax under the Race Tracks Tax Act is also collected by the branch. In Metro Toronto, call 487-7161. In other regions, refer to Appendix of this book for local telephone numbers and addresses.

RADIATION

416-965-2491

LABOUR, OCCUPATIONAL HEALTH BR, Occupational Health Service (965-3610) acts as consultant to those responsible for providing in-plant health care facilities and a healthful working environment for employees. Sets standards and guidelines for chemical substances and physical agents use in the work environment; investigates exposures to toxic chemical agents and harmful physical agents and recommends controls. Environmental Health Studies Service (965-6375) studies the effects of environment and pollution on human health. Health Physics Service (965-8178) directs a program to protect the public from harmful effects of radiation including X-Rays, microwaves and lasers. Handles registration of X-Ray equipment. Monitors areas around nuclear power stations and uranium mines for radioactive pollution.

RADIO

Radio, see also Broadcasting

416-965-011

GOVT SERV, TELECOMMUNICATIONS SERVICES BR provides local network telecommunication services for Ontario government ministries and agencies. These are principally telephone

data communications and radio, but also include intercom, teletype, facsimile, satellite and related telecommunications services. For local telephone services, contact 965-6788; network services, contact 965-6265.

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

ADIOACTIVE

416-965-4061

HEALTH, INSPECTION BR X-RAY INSPECTION Service administers the regulation respecting X-Ray safety by registering owners of equipment designed to produce X-Rays, approving plans for permanent locations and making safety inspections of such. Provisions of the regulation also apply to the healing arts as well as certain areas in industry and research. Acts as information or referral agency for questions about the use of radioactive material.

416-965-2493

LABOUR, OCCUPATIONAL HEALTH BR, Occupational Health Service (965-3610) acts as consultant to those responsible for providing in-plant health care facilities and a healthful working environment for employees. Sets standards and guidelines for chemical substances and physical agents used in the work environment; investigates exposures to toxic chemical agents and harmful physical agents and recommends controls. Environmental Health Studies Service (965-6375) studies the effects of environment and pollution on human health. Health Physics Service (965-8178) directs a program to protect the public from harmful effects of radiation including X-Rays, microwaves and lasers. Handles registration of X-Ray equipment. Monitors areas around nuclear power stations and uranium mines for radioactive pollution.

FFLES

416-965-5181

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code

580 - RAILROAD MUSEUM

of Canada. Copies of the regulations are available from the branch on request.

RAILROAD MUSEUM

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintain and operates parks, campgrounds and historic sites in the St Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

RAILWAY

Railway, see also Railroad Museum

416-965-2781

NAT RES, FOREST FIRE CONTROL BR organizes fire control planning and fire warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

705-472-4500

NORAFFAIRS, ONT NORTHLAND TRANSPORTATION COMMISSION (ONTC) : North Bay supervises services in Northern Ontario such as air services (norOntair), highway and railway services (including the Polar Bear Express and the Northlander), water transportation (including ferry services to Manitoulin), transport, express and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-177

416-630-2635

TORONTO AREA TRANSIT OPERATING AUTHORITY (TATOA) was created

to design, establish and operate an inter-regional transit system serving Metro Toronto and the regional municipalities of Peel and York. Manages GO Transit, a commuter railway service operated by Canadian National Railways, and a commuter bus service operated by Gray Coach Lines and Trailways of Canada. For information on timetables and fares phone local GO Transit number.

REAL ESTATE

Real Estate, see also Real Property

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramid schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit

reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconscionable consumer representations & provides redress procedures for consumers.

416-965-2504

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

416-965-6745

GOVT SERV, REALTY SERVICES BR is responsible for the appraisal, negotiation and surveying requirements for the acquisition and sale of real estate for most ministries, including land required for construction programs. Appraises, negotiates and acquires leased accommodation. Handles interim management of government property and disposes of such through sale or lease. Under the Employee Home Owners Assistance Plan, assists government employees transferred to other locations in Ontario in selling their homes (phone: 965-6748). Maintains an inventory of government-owned land, buildings, leases and accommodations

REAL PROPERTY

Real Property, see also Real Estate

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on real property valuation for municipal tax purposes. For further information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

416-965-6644

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II (965-6644 and 965-9008, respectively) operate land registration offices throughout Ontario where documents for real property (land) and personal property titles are registered and

recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Discharging a mortgage is normally done through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-5189

REVENUE, ASSESSMENT STANDARDS BR. The Ministry of Revenue, under the Assessment Act, assesses the value of real property in Ontario, which assessment local governments use as basis for property taxation. The Assessment Standards Branch: develops, maintains and implements valuation methods; standardizes valuation procedures; provides training of assessment personnel (Tel. 965-3905). Conducts related technical research (965-3305).

416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-1774.

RECORDING INDUSTRY

Recording Industry, see Cult & Rec Cultural Industries Br

RECORDING OFFICE

416-965-5741

GOVT SERV, PROTOCOL SERVICES Recording Office records and certifies documents and land patents searches. See also Govt Serv Protocol Services Protocol Section, also Scrolls Section.

RECORDS CENTRE

416-965-1051

GOVT SERV, SPECIAL SERVICES BR provides Ontario government ministries with these services: complete mass mailing, including addressing, labelling, folding and inserting, in addition to regular mail delivery (Tel. 965-6902); a collection service for money due to the government (Tel. 965-5195. Operates the Records Centre which provides secure storage for inactive government records and security copies of computer tapes and microfilm (279-5493); a complete vehicle repair and trucking service, available to ministries on a charge-back basis.

RECORDS MANAGEMENT

Records Management, see Cult & Rec Archives of Ontario.

RECREATION

416-965-6491

CORR SERV, RECREATION BR provides leisure education programs and a wide variety of recreational activities to inmates and wards of the ministry. Programs are designed to bring inmates and wards into contact with the public in controlled settings both in the institution and the community. In many institutions, recreational facilities such as gymnasiums and swimming pools are used by the community under certain conditions.

416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-0617

CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch brings into focus the Ministry's program at the local level. By providing consultative services to community groups, this Branch aids in the provision of recreational and cultural activities at the local level. The consulting service is provided to a whole range of local and regional clients including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries. For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br., Min. of Health, 15 Overlea Blvd., Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

416-844-8171

CULT & REC, ONTARIO SPORTS TRAINING CENTRE (OSTC) in Oakville is now being developed, with construction to start in 1977, tentative completion in 1979. To be built in stages, the Ontario Sports Training Centre is designed for training of amateur athletes and to serve as a sports competition and conference centre. Phase I facilities include a natatorium, multiple gymnasiums, an indoor fieldhouse, an outdoor stadium, fitness & weight training halls, medical & physiotherapy areas, the major locker core plus administration office. Twenty-three amateur sports are included in this phase, with the sport governing bodies recommending athletes for training. The Recreation Facilities Research Project under the OSTC is being created to gather and disseminate information about planning, design, construction and operation of sports, recreation and fitness facilities.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and

recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-965-9724

HOUSING, OHC, COMMUNITY RELATIONS BR acts as a resource to community relations workers in the field to assist with social problems, as well as recreation for families and senior citizens in Ontario Housing Corporation (OHC) accommodation. Also works to help residents integrate into

the community.

416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

519-862-1035

NAT RES, ST CLAIR PARKWAY COMMISSION in Corunna is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron, to Mitchell's Bay on Lake St. Clair. The St Clair Parkway Commission is a joint program of parks and recreation development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains

and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

RECREATION CENTRES

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

RECREATION RESEARCH

Recreation Research, see Cult & Rec Special Services Br, also Cult & Rec Ontario Sports Training Centre

RECRUITMENT

416-965-5435

CIV SERV, SENIOR APPOINTMENTS AND COMPENSATION OFFICE provides staff support services for the Senior Appointments Advisory Committee and Senior Manpower Planning Subcommittees, and implements all aspects of recruitment, appointments, compensation and career development for the Ontario Public Service senior executives and program directors.

416-965-1438

CIV SERV, STAFF TRAINING & DEVELOPMENT BR. Staff Training & Development Services Section (965-1438) identifies training and development needs of Ontario Government employees. Develops appropriate learning experience to meet these needs and evaluates effectiveness of this training. Courses and seminars are usually held at the Staff Development Centre, Kempenfeldt Bay, Barrie (705-728-2321). French Language Services Section (965-4162) offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges. Library (965-7096) offers specialized services in the management science field.

416-965-1483

CIV SERV, STAFFING CONTROL BR develops and administers policies, standards and procedures to control the staffing activities of the Ontario Public Service. Reviews and recommends for approval all requests from ministries for unclassified appointments and external recruitment. Develops policies on surplus employees and manpower control. Reviews delegated recruiting agreements and provides ministries with staffing, training and recruitment services for non-delegated classes, e.g. personnel administrators.

416-965-4758

CIV SERV, STAFFING SERVICES BR (B). Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in recruitment of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and employment practices in the OPS for permanent part-time employment and employment of disadvantaged persons. Employment Services Section (965-6081) provides information on employment opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of qualified applicants to assist ministries with their staffing needs. Go Temporary Program (965-7688) recruits and maintains resources staff to fill temporary positions in the OPS. See also Civ Serv Staffing Services Br (A) for other sections in Branch.

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries listed separately in this index. The Selective Placement Section provides professional and skilled manpower counselling and, in cooperation with Canada Manpower & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

RECYCLING

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental resource recovery plant for technology research and market development. Provides grants for selected technology demonstration projects.

REFORESTATION

Reforestation, see Nat Res Forest Management Br

REFRIGERATION

416-965-4188

CCR, OPERATING ENGINEERS BR promotes the safe operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

REFUSE

Refuse, see Waste

REGIONAL DETENTION CENTRES

Regional Detention Centres, see Correctional Institutions

REGIONAL GOVERNMENT

Regional Government, see Municipalities

REGISTRATION

Registration, see also Licences

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, at Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than

pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramid schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-7581

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships and limited partnerships, proprietorships and registration of corporations style names. Also registers dissolution or withdrawal of these and conducts public searches of documents relating to business ventures.

416-965-2041

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status, registration of corporation securities (mortgages, bonds, debentures). Can supply copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. Under the Ontario New Homes Warranty Act which came into effect Dec. 31, 1976, all builders of homes and condominiums must be registered with the HUDAC New Home Warranty Program, a non-profit corporation sponsored by the Housing and Urban Development Association of Canada (Ontario council). The self-financing program provides a warranty that new and previously unoccupied homes and condominiums sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from new home and condominium buyers. Both builders and buyers can appeal Corporation decisions with the Commercial Registration and Appeal Tribunal.

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost, obliterated or not registered. Does not provide for the creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of \$3.00 each. Provision made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized

to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

416-965-2961

CCR, PENSION COMMISSION OF ONTARIO administers the Pension Benefits Act, which includes the registration of all private pension plans covering employees in Ontario. Also seeks to improve the quality and the administration of pensions.

416-965-7655

CCR, PERSONAL PROPERTY REGISTRATION Branch provides the Personal Property Security Registration System (PPSR) in which the lender of money can record security interests in personal property when the property is sold 'on time' or pledged as security for a loan. System also provides an inquiry capability so that a third person can protect himself from security interests when buying personal property or accepting it as a collateral for a loan. Inquiry can be made through owner's name or motor vehicle serial number. Inquiries can be made by telephone for Deposit Account Holders or in person and by mail upon payment of a fee. For information contact local PPSR branch. In Toronto call 965-7359. System serves the financial community, automobile dealers and the public. The document creating the security interest is a security agreement (includes chattel mortgage, conditional sale contract, assignment of book debts). The document that is registered is a financing statement.

416-965-3248

CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch, performs statutory functions of Director of Titles: responsible for legal quality of land registration records, drafts amendments to the regulations under the Land Titles Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of Titles Act. Processes

applications of title and for conversion of title from the land registry to the land titles system.

416-965-2504

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

416-965-6644

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II (965-6644 and 965-9008, respectively) operate land registry offices throughout Ontario where documents for real property (land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Discharging a mortgage is normally done through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

416-965-1318

CCR, TRAVEL INDUSTRY ACT, to protect the financial interests of Ontario travellers, and to ensure ethical conduct and good travel service, requires the registration of travel agents and travel wholesalers. Complaints are investigated. Contact Queen's Park or regional offices.

REGULATIONS

Regulations, see Att Gen Legislative Counsel Services

REHABILITATION

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

COMM SOC, AREA AND DISTRICT OFFICES throughout Ontario deliver the Ministry's programs to the community. Executive Directors in two area offices provide broad coordination and deliver those programs that cannot be made available at every District Office. Nineteen District Offices are responsible for the delivery of such programs as Family Benefits, Vocational Rehabilitation, Day Nurseries, etc. District offices are involved with local social planning, and work closely with social agencies in the community and with other ministries and other levels of government. Contact area or district offices.

416-965-5006

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under administrative services.

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-5975

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for correctional institutions, training schools and other correctional facilities. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for research in the corrections field.

416-965-6424

CORR SERV, VOLUNTEER PROGRAMS BR coordinates the recruiting, screening, training and supervision of volunteers who are involved in both the adult and juvenile rehabilitation programs of the ministry. Volunteers are active in adult institutions, detention centres, jails, juvenile training schools and with both adult and juvenile probationers, parolees and wards of the ministry. There are opportunities for volunteer participation in most areas of the province.

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all component of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older) who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal

Old Age Security (OAS) pensioners automatically get this card, but those over 65 who are not OAS pensioners must apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. A claimant who does not agree with a WCB decision may appeal his or her case. In addition, the Board underwrites the educational programs of nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre (H&RC) is in Downsview (Northwest Toronto). The Board maintains two information offices in Toronto and area offices in eight other Ontario cities. The WCB reports through the Minister of Labour to the Legislature. Contact Head Office or area offices.

EMOTE SENSING

416-965-4538

NAT RES, SURVEYS & MAPPING BRANCH B. The Branch provides topographical and cadastral descriptions of the land base. A Task Force on Geographic Referencing will define one comprehensive system to allow rapid, visual geographic correlation of physical properties, resources, legal status, etc. of provincial land. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission aerial photography, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. The Ontario Geographic Names Board (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places, localities and other topographic entities in Ontario. Consults with federal and municipal governments on related activities. Arbitrates geographic names issues and directs toponymic research. See also Nat Res Surveys & Mapping Branch (A) for other activities.

416-248-3248

TR & COMM, SURVEYS AND PLANS OFFICE, Highway Engineering Div provides the ministry with: aerial and ground surveys relative to remote sensing, computer graphics, photogrammetric plans, cartographic maps, legal survey plans and documents. Maps are also available to the public. Contact regional or district offices.

RENT REVIEW

416-923-1199'

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile home sites and some rent-gearied-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant filed application forms regarding rent increases. If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

RENT SUPPLEMENT PROGRAM

Rent Supplement Program, see Housing Community Housing Division B.

RENT-GEARED-TO-INCOME

416-923-1199

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile home sites and some rent-gearied-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant filed application forms regarding rent increases. If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches:

South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlords offer up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays rent-geared-to-income, OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlords design, construct, own and operate the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays rent-geared-to-income. Tenant applicants in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

416-965-9733

HOUSING, OHC, HOUSING OPERATIONS BR (Ontario) provides direction to 46 Housing Authorities and 20 Direct Management Operations in all matters relating to Ontario Housing Corporation's (OHC's) rent-geared-to-income program. Low income housing, as the program has come to be known, is available in all major cities and most towns throughout Ontario. Applications are made to the local housing manager. In Metro Toronto, the Housing Operations Branch (Metro), tel. 965-9434, is responsible for the same activity.

416-965-9098

HOUSING, OHC, MAINTENANCE ENGINEERING Br is responsible for the design and construction for modernization and improvement, and to advise on maintenance matters for Ontario Housing Corporation (OHC) rent-geared-to-income buildings.

416-965-9868

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. Applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (tel. 965-9915). Applicants must have 12 months residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides accommodation for families but will consider senior citizens and persons with permanent disability. Housing is offered to families in greatest need when vacancies occur.

REPORT OF PROVINCIAL PARLIAMENT

Report of Provincial Parliament, see Hansard.

RESEARCH

Research, see topic of research, e.g. Agricultural Research.

600 - RESIDENTIAL REHABILITATION ASSISTANCE PROGRAM

RESIDENTIAL REHABILITATION ASSISTANCE PROGRAM

Residential Rehabilitation Assistance Program, see Housing, Community Renewal Br (A).

RESIDENTIAL TREATMENT

Residential Treatment, see also Homes for Special Care

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

RESORTS

Resorts, see Tourism

RESOURCE RECOVERY

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental resource recovery plant for technology research and market development. Provides grants for selected technology demonstration projects.

RESPIRATORY DISEASES

416-965-2528

HEALTH, CLINIC SERVICES BR Chest Disease Service (965-2301) provides diagnostic services and ambulatory treatment for tuberculosis and other respiratory diseases through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

RETAIL BUSINESS

SOL GEN, RETAIL BUSINESS HOLIDAYS ACT came into force Jan. 1976 to provide for common days of rest on which retailing kept to a minimum and leisure time activity is encouraged. It requires Ontario retail establishments to close each Sunday, New Year's Day, Good Friday, Victoria Day, Dominion

Day, Labour Day, Thanksgiving Day, Christmas Day & Boxing Day. Certain business establishments are exempt. Some remain open: if they meet requirements as to floor space & number of people serving the public, depending on type of goods & services sold, on a Sunday if they are closed Saturday. A Municipal Council may pass a by-law exempting an establishment from closing where it is essential to the tourist industry in its jurisdiction. The law is enforced by the police. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from: Ontario Government Bookstore, 880 Bay St., Toronto (965-2054).

RETAIL SALES TAX

416-965-5772

REVENUE, RETAIL SALES TAX BR administers the collection of Retail Sales Tax by Ontario vendors. This tax is paid at the time of purchase on certain goods consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning tax exempt items and other aspects of the tax, as well as carrying out periodic audits. Tax under the Race Tracks Tax Act is also collected by the branch. In Metro Toronto, call 487-7161. In other regions, refer to Appendix of this book for local telephone numbers and addresses.

RETARDATION

Retardation, see also Retarded, also Mentally Incompetent

416-965-8455

COMM SOC, MENTAL RETARDATION COMMUNITY RESOURCES BR provides funding and program support for community-based programs in accommodation support and demonstration projects for the mentally retarded. These services are administered by local organizations, particularly local associations for the mentally retarded. Contact local Mental Retardation Coordinator in district office.

416-965-5130

COMM SOC, MENTAL RETARDATION COMMUNITY SERVICES DEVELOPMENT Br is responsible for two programs. Adult Protective Services, with workers (District Working Groups), coordinates and monitors on an individual basis, social support services to enable mentally retarded adults to become self-sufficient in the community setting. Mental Retardation Coordination provides a coordinator in each district to serve as a link between the district's working group and the government. Contact district office.

416-965-6231

COMM SOC, MENTAL RETARDATION FACILITY SERVICES Division operates facilities and funds facilities operated by a Board of Directors for mentally retarded and multiply handicapped children and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

416-965-6237

COMM SOC, MENTAL RETARDATION RESIDENTIAL & CONSULTING SERVICES BR provides a full range of programs and services for the mentally retarded in community or Board (of Directors) operated facilities under the Developmental Centres Act, 1974. Provides diagnostic and assessment services for the mentally retarded in community or board operated Diagnostic and Assessment Centres. Provides administrative, professional and service-oriented consulting services to mental retardation facilities operated by the Ministry.

416-965-6211

COMM SOC, TRAINING & STAFF DEVELOPMENT BR ensures competence of ministry staff through three sub-units. Area Staff Development Offices throughout Ontario maintain liaison with ministry district offices and mental retardation facilities to identify and respond to staff training needs. Officers also serve related social agencies such as Children's Aid Societies and municipal social services. The Human Resource Unit assesses ministry manpower needs and recommends social welfare training requirements to the Industrial Training Br, Ministry of Colleges and Universities. Program Design Implementation Unit designs and delivers training programs.

416-965-5081

HEALTH, HOMES FOR SPECIAL CARE PROGRAM, Psychiatric Hospital Branch, licenses and inspects Homes for Special Care which provide nursing home and residential home care for former patients of Ontario psychiatric hospitals and mental retardation centres. Contact local psychiatric hospital.

RETARDED

Retarded, see also Retardation, also Mentally Incompetent

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed

Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

RETIREMENT

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private groups, develops policy on and subsidizes local residential care, extended health care, Homes for the Aged and social services for senior citizens. Assists in community outreach programs e.g. meals-on-wheels, day care, vacation care. Other programs include: operating grants for Elderly Persons Centres and senior volunteers. Helps people in retirement planning. Conducts Long-Term Study on Aging (LSA) (phone 965-5103). Provides grants for aging research and facilities, including the J. W. Crane Memorial Library of Geriatrics and Gerontology, phone 367-8867. Contact district office.

416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of a deceased teacher.

RETRAINING

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under

federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

REVENUE

Revenue, Ministry of, see REVENUE Branch Name

REVENUE ADMINISTRATIVE & FINANCIAL SERVICES BR 416-965-2907

REVENUE, ADMINISTRATIVE & FINANCIAL SERVICES BR.

Administration Section (965-2907) provides the ministry with administrative services. For a description of functions see first entry under administrative services. Finance Section

REVENUE CORPORATIONS TAX BR - 605

(965-1706) performs the financial service and accounting functions. For a description of activities see first entry under accounting or financial management.

REVENUE ASSESSMENT FIELD OPERATIONS BR 416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

REVENUE ASSESSMENT STANDARDS BR 416-965-5189

REVENUE, ASSESSMENT STANDARDS BR. The Ministry of Revenue, under the Assessment Act, assesses the value of real property in Ontario, which assessment local governments use as basis for property taxation. The Assessment Standards Branch: develops, maintains and implements valuation methods; standardizes valuation procedures; provides training of assessment personnel (Tel. 965-3905). Conducts related technical research (965-3305).

REVENUE AUDIT SERVICES BRANCH 416-965-5275

REVENUE, AUDIT SERVICES BR is responsible for the Ministry's audit function. For a description of the function, see the first entry under audit.

REVENUE COMMUNICATIONS GROUP 416-965-2099

REVENUE, COMMUNICATIONS GROUP provides information service concerning programs and policies to the media, the public and internal branches. Prepares informative literature, news releases, speeches and minister's statements on request. Participates in development of Ministry bilingual programs. Maintains a newspaper clipping service and manages Ministry advertising. For description of information services function, see first entry under information service.

REVENUE CORPORATIONS TAX BR 416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a

corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-1774

REVENUE GASOLINE TAX BR

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

REVENUE GUARANTEED ANNUAL INCOME SYSTEM

416-965-8470

REVENUE, GUARANTEED ANNUAL INCOME SYSTEM (GAINS-A) Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual Information Centre on the GAINS-A program for senior citizen can be reached by calling 965-8470 in Metro Toronto. Outside Metro ask the Operator for Zenith 8-2000 (toll-free).

REVENUE LEGAL SERVICES BR

416-965-1264

REVENUE, LEGAL SERVICES BR provides legal services for the Ministry of Revenue. For a description of branch activities see first entry under legal services.

REVENUE MANAGEMENT SYSTEMS BR

416-965-5891

REVENUE, MANAGEMENT SYSTEMS BR is responsible for planning and coordinating the systems, procedures and management consulting services to the Ministry. Provides skilled personnel for project teams with other branches and access to facilities which meet the needs of the user branch. Ensures adherence to appropriate technical standards including proper documentation, security arrangements for ministry systems and computer programs.

REVENUE ONTARIO TAX CREDIT SYSTEM

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto may call the Centre free of charge by asking Operator for Zenith 8-2000. In Metro Toronto, call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal

Department of National Revenue; in Toronto call 869-1500.

REVENUE PERSONNEL SERVICES BR

416-965-1788

REVENUE, PERSONNEL SERVICES BR performs the personnel functions for the Ministry of Revenue. For a description of branch activities, see first entry under personnel.

REVENUE PROV OF ONTARIO SAVINGS OFFICE

416-965-1791

REVENUE, PROV OF ONTARIO SAVINGS OFFICE provides general savings bank services to the public in branches throughout the province. The Province of Ontario Savings Office deposits funds in excess of day-to-day requirements with the Consolidated Revenue Fund.

REVENUE RETAIL SALES TAX BR

416-965-5772

REVENUE, RETAIL SALES TAX BR administers the collection of Retail Sales Tax by Ontario vendors. This tax is paid at the time of purchase on certain goods consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning tax exempt items and other aspects of the tax, as well as carrying out periodic audits. Tax under the Race Tracks Tax Act is also collected by the branch. In Metro Toronto, call 487-7161. In other regions, refer to Appendix of this book for local telephone numbers and addresses.

REVENUE REVENUE RESEARCH BR

416-965-2923

REVENUE, REVENUE RESEARCH BR prepares, for ministry use only, management information and statistics on tax administration. Undertakes special studies on tax research matters, Revenue Division planning, legislation control.

REVENUE SHARING COMMITMENT

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grant structure, including deconditionalizing of various specific grants. Develops budget options for assistance to local government and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for unconditional grants. Administers all unconditional grants, valued at over \$400 million in 1977. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

REVENUE SPECIAL INVESTIGATIONS BR

416-965-7767

REVENUE, SPECIAL INVESTIGATIONS BR investigates cases of deliberate tax evasion and prosecutes such cases as warranted.

REVENUE SUCCESSION DUTY BR

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

REVIEW BOARDS

Review Boards (health), see Health Health Boards Secretariats

RIDING

Riding, see Electoral District.

RIDING TRAILS

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

RIGHTS-OF-WAY

416-248-3665

TR & COMM, MAINTENANCE BR develops and implements standards policies and procedures for maintenance of roads and highways, including landscape, structures and electrical devices on highway rights-of-way. Monitors maintenance operations to ensure compliance with standards. Prepares and controls annual maintenance budget, including day labour construction. Prepares landscape design. Prepares policy and administers permits for signs and buildings on highway rights-of-way. Manages fleet of vehicles and equipment for the Ministry, and guides garage personnel on fleet management.

416-248-3238

TR & COMM, OPERATIONS, REGIONAL OPERATIONS operates the Provincial Roads System by performing design, maintenance a

construction activities. Administers subsidy programs to municipalities and regional governments for their road maintenance and construction programs. Controls highway rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of advertising signs. Contact regional or district office.

RIVER BASINS

River Basins, see Basins

RIVERS

Rivers, see also Lakes, Streams, Watersheds, Water

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

Road CLOSING

Road Closing applications, see Housing, Operations & Development Control Br.

RADS

Roads, see also Highways

416-248-3661

TR & COMM, DESIGN & CONSTRUCTION BR develops policy to administer provincial roads and highways construction

program. Reviews, updates and develops new design policies, procedures, specifications, standards and technology for use by the regional designers, and monitors and analyzes their application. Supplies special engineering design services and detailed design of electrical facilities for ministry projects. Reviews contract documents, prepares them for advertising; processes contract awards and monitors contract payments. Monitors regional offices to ensure that policies and procedures for administering construction contracts are met.

416-248-3665

TR & COMM, MAINTENANCE BR develops and implements standards, policies and procedures for maintenance of roads and highways, including landscape, structures and electrical devices on highway rights-of-way. Monitors maintenance operations to ensure compliance with standards. Prepares and controls annual maintenance budget, including day labour construction. Prepares landscape design. Prepares policy and administers permits for signs and buildings on highway rights-of-way. Manages fleet of vehicles and equipment for the Ministry, and guides garage personnel on fleet management.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinate demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

416-248-3238

TR & COMM, OPERATIONS, REGIONAL OPERATIONS operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to municipalities and regional governments for their road maintenance and construction programs. Controls highway rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of

advertising signs. Contact regional or district office.

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials, and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & Comm regional or district offices.

416-248-3938

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics; i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving; i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highway lighting design, implication of energy future, etc.

OCK

416-965-1337

NAT RES, MINERAL RESEARCH BR will identify a sample of rock, minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and agencies such as the Ontario Research Foundation.

612 - ROYAL BOTANICAL GARDENS

ROYAL BOTANICAL GARDENS

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

ROYAL CANADIAN LEGION

416-965-4891

COMM SOC, SOLDIERS AID COMMISSION provides emergency welfare assistance to eligible war veterans and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

ROYAL COMMISSION ON ELECTRICAL POWER PLANNING

416-965-2111

ROYAL COMMISSION ON ELECTRICAL POWER PLANNING was established in 1975 to inquire into the long-range planning of Ontario's electric power system. It will examine the long-range planning concepts of Ontario Hydro and relate them to the broad range of provincial planning, the use of electrical energy and to environmental, energy and socio-economic factors. The Commission funds several interest groups for research activities. One of these is the Public Interest Coalition on Energy Planning (965-1398) which assists individuals and groups with submissions, research, etc. if they do not want to contact Commission directly. To obtain materials and submissions from previous hearings, contact the Royal Commission office at 14 Carlton Street, 7th Floor, Toronto, M5B 1K5.

ROYAL ONTARIO MUSEUM

Royal Ontario Museum, see also Cult & Rec Festival Ontario.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadians at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identif

objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

RURAL & NATIVE HOUSING PROGRAM

Rural & Native Housing Program, see Housing Community Housing Division A.

SAFETY

416-965-7627
CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-4061
HEALTH, INSPECTION BR X-RAY INSPECTION Service administers the regulation respecting X-Ray safety by registering owners of equipment designed to produce X-Rays, approving plans for permanent locations and making safety inspections of such. Provisions of the regulation also apply to the healing arts as well as certain areas in industry and research. Acts as information or referral agency for questions about the use of radioactive material.

416-965-6101
LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, safety, collective bargaining, work conditions, unemployment. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (Phone: 965-6886). Maintains a library containing labour related material (Phone: 965-1641).

416-965-6111
LABOUR, LABOUR SAFETY COUNCIL advises the Minister of Labour on matters involving the safety and health of workers. Maintains an extensive safety information service on applied safety research, national and international standards, safety techniques and safety legislation in North America. Provides information on request.

416-965-8510

LABOUR, MINES ENGINEERING BR reviews, advises on and approves pre-development plans of new mining and metallurgical companies in compliance with Ontario Government legislation protecting the health and safety of employees. Ensures that the operations of mines and plants are carried out in a safe and orderly way. Investigates accidents and complaints. Trains mine rescue personnel. Tests hoist cables. Contact Queen's Park or district offices.

416-965-4125

LABOUR, OCCUPATIONAL SAFETY BR is concerned with protecting the health and safety of employees in industry (including the timber industry) and in construction including work on buildings, streets, sewers, watermains, underground work and work under compressed air (965-7161). The branch sets and ensures standards, reviews drawings and provides educational and consultative services. Publications are available. Contact Queen's Park or district offices.

416-965-8710

LABOUR, STAFF BR acts in an advisory capacity on occupational safety (construction and industrial), mining safety and occupational health; formulates legislation and procedures, maintains files, collects and manually tabulates statistics, and does research on occupational hazards as a service to the Minister of Labour and inspectional branches.

416-592-5111

ONTARIO HYDRO supplies electricity to the people of Ontario indirectly through 353 associated municipal utilities, and directly to more than 750,000 rural customers. The Ontario Hydro Electrical Inspection Program (Tel. 592-3721) provides technical guidance to consultants, contractors, architects, manufacturers and customers on problems concerning installation of electrical equipment and adherence to the Electrical Safety Code Book. Its Rural Electrical Service and Billing Inquiry Program (Tel. 592-3731) answers inquiries on service policy and practices from rural clientele. Ontario Hydro reports to the Legislature through the Minister of Energy.

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for fire apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional

and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Film library loan service available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

416-965-4474

SOL GEN, OPP, COMMUNITY SERVICES BR administers safety and crime prevention programs. Provides public relations and information service for the Ontario Provincial Police force. To contact Complaints Bureau, call 965-0282.

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices in Ontario, serves the public by administering programs for the examination of drivers and for the safety and mechanical fitness inspection of vehicles. Driver licensing involves examination of applicants for operator's licences, chauffeur's licences, motorcycle licences, and for authority to drive a school bus. Issues annual, project, single trip and farm permits. Contact regional or district offices. In Metro Toronto, call Central Region, 248-7163.

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials, and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & Comm regional or district offices.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies:

vehicle stability, braking and handling including effects of mechanical and structural condition, as related to operational performance and safety; impact of new vehicle standards and provincial highway regulations on safety; driver characteristics and commercial vehicle accidents data and statistics.

416-248-3938

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics; i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving; i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highway lighting design, implication of energy future, etc.

SAINTE MARIE AMONG THE HURONS

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry of Culture and Recreation operates and maintains historic sites at Midland (Sainte Marie Among the Hurons) and Penetang (Historic, Naval and Military establishments). Ste. Marie Among the Hurons has been reconstructed on its original site and is open to the public as an historical exhibit. The Naval and Military Establishments have been restored and partially reconstructed, and are open to the public as an historical attraction. Both parks are maintained and operated to promote an appreciation of the Indian, French and British themes in the history of the Huronia area through public visitation. Both sites have interpretive and demonstration programs and are staffed by interpretive and maintenance staff. Contact Huronia Historical Parks, Midland, Ontario (Tel. 705 526-7838).

SALARY

Salary, see Wages

SALES TAX

Sales Tax, see Retail Sales Tax.

ALESMEN

Salesmen, see also Itinerant Sellers

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidal schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

416-965-3025

CCR, MOTOR VEHICLE DEALERS BR registers dealers and salesmen of new and used motor vehicles. Investigates complaints received in writing concerning transactions relating to the purchase and sale of motor vehicles. Contact Queen's Park or Regional Office.

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes

mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

416-965-2504

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

SALMONELLOSIS

Salmonellosis, see Health Community Health Protection Br Veterinary.

SALTFLEET

Saltfleet, see Housing Project Planning & Evaluation

SAND

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

416-965-1337

NAT RES, MINERAL RESEARCH BR will identify a sample of rock minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and

agencies such as the Ontario Research Foundation.

CHOLARSHIPS

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-2609

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of elementary & secondary school teaching certificates (965-2600); evaluation of teaching qualifications (965-6126); evaluation of academic qualifications, including those of Ontario landed immigrants (965-1357); admission of teachers to Ministry summer courses (965-4487); secondary school diplomas, scholarships (965-7291); secondary school bursaries (965-6126); transcripts of student records (965-5384); transcripts of teacher training courses (965-2600); and inspection of private schools (965-6802). The Branch evaluates foreign education documents at the elementary and secondary school levels for employment and study purposes.

CHOOL BOARDS

416-965-6669

EDUC, EDUCATION DATA PROCESSING BR provides the ministry with data processing services and, through a cooperative remote job entry network, to a broad segment of the provincial educational community. Designs and maintains systems for the ministry, some boards of education and schools. Systems include: the Student Guidance Information Service which offers career and educational planning information to students, the Student Scheduling System to test the viability of class scheduling timetables, the Personnel Payroll Administration System for school boards.

416-965-3155

EDUC, LANGUAGES OF INSTRUCTION COMMISSION of Ontario was established to help resolve disputes between school boards and parents over the provision of education programs in the language of a minority group, French or English as the case may be.

416-965-2667

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for teachers (965-2664). Coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges teacher and school board personnel exchange programs within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for French language professional development activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

416-965-5606

EDUC, REGIONAL SERVICES inform school systems about Ministry programs and policies and ensure that policies are carried out. Inform the Ministry about activities and issues in school systems; make recommendations for action and policy formulation. Assist school boards to develop means of evaluating their programs; offer program administration support to those boards whose size precludes an administrative structure. Maintain liaison with the public, universities, faculties of education, other ministries and related bodies. There are nine Regional Services Offices in Ontario.

416-965-3141

EDUC, RESEARCH & EVALUATION BR disseminates education research results to school boards and to the public. Provides grants for educational research proposed by qualified researchers in Ontario educational organizations (phone: Toronto 965-3141). Publishes research findings on Ministry research contracts and grants through the Ontario Government Bookstore. Develops and coordinates educational evaluation systems.

416-965-2947

EDUC, SCHOOL BUSINESS & FINANCE BR sets standards for, advises on, and supervises audits of school boards. Determines how provincial grants to local boards will be distributed. Provides architectural advice to all boards and to ministry on building needs, for construction of elementary

and secondary schools. Conducts research in energy conservation in schools.

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards, municipalities, teachers and the public about education legislation that affects their rights duties and responsibilities.

416-922-7679

EDUCATION RELATIONS COMMISSION (ERC) was established in 1975 to administer negotiation procedures for teachers and school boards. Assists in negotiations, supervises teachers' votes and advises the Lieutenant Governor in Council when a strike or a lockout is jeopardizing the students' education.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the

construction industry. The Board cannot advise on rights and duties in situations that may come before it.

SCHOOL BUS

School Bus, see Bus

SCHOOL TWINNING

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (tel. 965-5635), and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989) Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Project Japan (965-5629), Teacher Exchange Programs (965-5996). Also operates the Ontario Student Leadership Centre (OSLC) which accepts secondary school students for a series of training courses in leadership through physical education and athletics, music, student government (965-5989). The Student Guidance Information Service (SGIS) (965-9676) provides computerized career and institutional information to schools. Also is responsible for preparation of guidance documents and Ontario Student Record (OSR) material.

SCHOOLS

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Manpower for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools, and for Regional Nursing Assistant (RNA) schools. For information about private vocational schools, contact 965-9127. For information about RNA schools and the RNA program, contact 965-4051.

416-484-2600

CULT & REC, O E C A. The Ontario Educational Communication Authority produces and distributes television programs of a educational nature through its TVOntario Broadcast Network: Channel 19, Toronto; 24, Ottawa; 28, Kitchener; 18, London; 59, Chatham; 32, Windsor; through the local cable systems in Sudbury, North Bay, Sturgeon Falls, New Liskeard, Iroquois Falls, Timmins, Cochrane and Thunder Bay; and through five-hour per day packages on nine other cable systems. The

Ontario Educational Communications Authority also has a video tape distribution system that allows presentation of educational television programs in schools and to the general public. Produces VIPS (video and audio tapes) catalogues listing all programs available through the OECA.

416-965-2190
EDUC, COUNCIL ON FRENCH LANGUAGE SCHOOLS ensures the continuing development of education for French-speaking students in Ontario. The Council advises the Minister of Education and his Deputy on all matters pertaining to French language schools.

416-965-5982
EDUC, CURRICULUM BR produces curriculum guidelines for use in Ontario from Kindergarten to Grade 13. Produces annotated lists of Canadian curriculum materials for use with above guidelines. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Provides elementary and secondary school broadcasts and related services in cooperation with the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

416-965-2947
EDUC, SCHOOL BUSINESS & FINANCE BR sets standards for, advises on, and supervises audits of school boards. Determines how provincial grants to local boards will be distributed. Provides architectural advice to all boards and to ministry on building needs, for construction of elementary and secondary schools. Conducts research in energy conservation in schools.

416-965-2663
EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for teaching materials. Advises special education officers and

recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (tel. 965-5635), and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989) Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Project Japan (965-5629), Teacher Exchange Programs (965-5996). Also operates the Ontario Student Leadership Centre (OSLC) which accepts secondary school students for a series of training courses in leadership through physical education and athletics, music, student government (965-5989). The Student Guidance Information Service (SGIS) (965-9676) provides computerized career and institutional information to schools. Also is responsible for preparation of guidance documents and Ontario Student Record (OSR) material.

416-965-2228

EDUC, SUPERVISION & LEGISLATION BR, SUPERVISION Section serves as a main channel of communication between the Ministry and private schools, correctional and National Defence Schools, organizations of teachers, principals, trustees and school officials. Advises on all aspects of school administration. The office of the Provincial School Attendance Counsellor is located at this branch.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employer & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights a

duties in situations that may come before it.

SCHOOLS OF ANATOMY

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE, 26 Grenville St., Toronto M7A 2G9 investigates sudden and violent deaths; warns the public re prevention of similar deaths; orders autopsies for medical legal reasons; conducts inquests; signs certificates for cremation and for shipment of bodies out of Ontario; completes medical certificates of death in coroners' cases. Administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Supplies Schools of Anatomy in Ontario with donated or unclaimed bodies and inspects these schools. To contact Regional Coroners, York Region, phone 416-965-6678, Toronto; Niagara Region, phone 416-684-4776, St. Catharines; Kenora Region, phone 807-223-6956, Dryden; South Georgian Bay Region, 705-645-8733, Bracebridge; Nipissing Region, 705-746-2123, Parry Sound; East Central Region, 613-966-4944, Belleville.

SCREENWRITERS

Screenwriters, see Ontario Arts Council

SCROLLS

416-965-5733

GOVT SERV, PROTOCOL SERVICES SCROLLS Section prepares congratulatory scrolls for Ontario citizens on the request of their Member of Provincial Parliament, to acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, municipalities and other organizations. See also Govt Serv Protocol Services Protocol Section, also Recording Office.

SEARCH AND RESCUE

705-942-1800

NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

SEAT BELT

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising,

press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials, and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & Comm regional or district offices.

416-248-3938

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics; i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying ride attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving; i.e., traffic accident cost investigations, cost effectiveness of road treatments, economic models for highway lighting design, implication of energy future, etc.

SECRETARIAT FOR JUSTICE

416-965-2830

SECRETARIAT FOR JUSTICE provides analytical research support to assist the Cabinet Committee for the Justice Policy Field in coordinating and developing policy. The Justice Committee of Cabinet comprises the Attorney General, the Minister of Consumer & Commercial Relations, the Minister of Correction Services and the Solicitor General. The Chairman is the Provincial Secretary for Justice.

SECRETARIAT FOR RESOURCES DEVELOPMENT

416-965-3845

SECRETARIAT FOR RESOURCES DEVELOPMENT provides analytical research support to assist the Cabinet Committee for the Resources Development policy field in coordinating and developing policy. The Resources Committee of Cabinet comprises the Minister of Agriculture & Food, Minister of Energy, Minister of the Environment, Minister of Industry & Tourism, Minister of Labour, Minister of Natural Resources, Minister of Transportation & Communications and Minister of Northern Affairs. The Provincial Secretary for Resources Development is responsible for science policy in addition to coordinating the implementation of further development of

land use policies.

SECRETARIAT FOR SOCIAL DEVELOPMENT

416-965-5190

SECRETARIAT FOR SOCIAL DEVELOPMENT provides analytical and research support to assist the Provincial Secretary for Social Development and the Cabinet Committee on Social Development in the coordination and development of policy. The Social Development Committee of Cabinet comprises the Minister of Colleges & Universities, Minister of Community and Social Services, Minister of Culture & Recreation, Minister of Education and Minister of Health.

SECURITIES

416-965-2041

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status, registration of corporation securities (mortgages, bonds, debentures). Can supply copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

416-965-6691

TE & IA, SECURITIES BR acts as transfer agent for the province in domestic and foreign capital markets and in provincial borrowing (Province of Ontario debt securities, debentures, bonds) to ensure prompt interest payment and to supply information on transfer requirements to investors. Keeps in trust security deposits made by the public when required by provincial programs.

SECURITY AGREEMENT

Security Agreement, see CCR Personal Property Registration Br.

SECURITY DEPOSITS

416-965-6691

TE & IA, SECURITIES BR acts as transfer agent for the

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province in domestic and foreign capital markets and in provincial borrowing (Province of Ontario debt securities, debentures, bonds) to ensure prompt interest payment and to supply information on transfer requirements to investors. Keeps in trust security deposits made by the public when required by provincial programs.

SECURITY GUARDS

416-965-5814

SOL GEN, OPP, REGISTRAR OF PRIVATE INVESTIGATORS & Security Guards investigates and approves the licensing of agencies that provide the services of private investigators and security guards. Licenses agency employees to act as private investigators or security guards.

416-965-8111

SOL GEN, OPP, SECURITY BR provides police security for top government officials and for important visitors to Ontario. Provides a uniformed security guards service which performs physical security duties and maintains public order in Ontario Government buildings. Contact Queen's Park Main Office Operations, 965-2549. Provides protection from subversive elements in maintenance of public order. Has expertise on all aspects of physical security.

SENIOR CITIZENS

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private groups, develops policy on and subsidizes local residential care, extended health care, Homes for the Aged and social services for senior citizens. Assists in community outreach programs e.g. meals-on-wheels, day care, vacation care. Other programs include: operating grants for Elderly Persons Centres and senior volunteers. Helps people in retirement planning. Conducts Long-Term Study on Aging (LSA) (phone 965-5103). Provides grants for aging research and facilities, including the J. W. Crane Memorial Library of Geriatrics and Gerontology, phone 367-8867. Contact district office.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadiana at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-482-1111

HEALTH, ENROLMENT BRANCH enrolls all persons eligible for the Ontario Health Insurance Plan (OHIP); maintains records and answers all questions regarding enrolment and insured status. Immigrants receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to : OHIP Premium assistance based on taxable income and OHIP premium assistance based on age. Senior citizens 65 years of age or over who have

resided in Ontario for the 12 months preceding application are eligible. Also provides service to employers in administration of their insured groups. Contact district offices.

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

416-965-8177

HEALTH, HEALTH PROMOTION BR THE ELDERLY. Consultant for the elderly advises health agencies on preventive health care for the older adult or senior citizens in the community. See also other sections in Health Health Promotion Br described separately.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older) who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal Old Age Security (OAS) pensioners automatically get this card, but those over 65 who are not OAS pensioners must apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides federal-provincial operating subsidies to municipalities wishing to construct new housing for low income groups. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program

encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlords offer up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays rent-geared-to-income, OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlords design, construct, own and operate the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays rent-geared-to-income. Tenant applicants in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

416-965-9724

HOUSING, OHC, COMMUNITY RELATIONS BR acts as a resource to community relations workers in the field to assist with social problems, as well as recreation for families and senior citizens in Ontario Housing Corporation (OHC) accommodation. Also works to help residents integrate into the community.

416-965-9868

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. Applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (tel. 965-9915). Applicants must have 12 months residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides accommodation for families but will consider senior citizens and persons with permanent disability. Housing is offered to families in greatest need when vacancies occur.

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre

cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

416-965-2324

ONTARIO ADVISORY COUNCIL ON SENIOR CITIZENS consists of eighteen appointed members (by Order in Council) who are regionally representative of major areas in Ontario. Member have both professional and voluntary backgrounds in the field of aging. Council's role is to advise government on ways to improve the quality of life of senior citizens. General meetings of all council members are held monthly. The Council reports to the Secretary for Social Development. The Council produces a quarterly newsletter: 'Especially for Seniors', which is sent to Ontario senior citizens who receive government pension.

416-965-8470

REVENUE, GUARANTEED ANNUAL INCOME SYSTEM (GAINS-A) Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual Information Centre on the GAINS-A program for senior citizen can be reached by calling 965-8470 in Metro Toronto. Outside Metro ask the Operator for Zenith 8-2000 (toll-free).

SEPTIC TANKS

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge boating and ice huts. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each

regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

SERVICE CENTRES

Service Centres in highways, see Tr & Comm, Supply & Services br.

SEVERANCE

Severance, see Land Severance

SEWAGE

Sewage, see also Waste

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970, and the Environmental Protection Act, 1971.

416-965-2531

ENV, ENVIRONMENTAL ASSESSMENT BOARD holds public hearings on the environmental impact of major development proposals under three statutes: The Ontario Water Resources Act, 1970 (OWRA), The Environmental Protection Act, 1971 (EPA); The Environmental Assessment Act, 1975 (EAA). Following hearings under the OWRA (re. municipalities wishing to establish or extend their sewage works into another municipality or territory) and the EPA (re: approval to establish or extend a waste disposal site), the Board submits recommendations to the ministry. Under the Environmental Assessment Act, 1975, after the assessment and the ministry's review thereof have been made public, any person can require by written notice a hearing by the Board. After hearings are held under the EAA, the Board renders a final decision which can only be varied or rescinded by the Minister with approval of the Lieutenant Governor in Council.

416-965-6971

ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control emission of pollutants; coordinates and conducts applied research in the areas of water supply, and sewage and wastewater treatment, and provides technical support in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge boating and ice huts. Contact regional office.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers program of grants to regional or restructured municipalities for certain sewage works and water works.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks,

contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

SHARED COST

Shared Cost, see Federal-Provincial, and Municipalities

SHELTERED WORKSHOPS

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

SHERIFFS

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

416-965-9417

ATT GEN, MANAGEMENT INFORMATION SYSTEM BR, Courts Administration Program, provides information on the activities of courts in Ontario to Ministry staff and interested groups. Collects data through manual and computerized systems. The manual system collects aggregate information on activity in the Sheriffs Offices in the Supreme, County, Surrogate and Provincial Courts. The computerized system is a case flow system for criminal cases.

SHORELINE MANAGEMENT

Shoreline Management, see Nat Res Engineering Services Br.

SILVICULTURE

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

SIMCOE

416-965-2673

CULT & REC, SIMCOE MEMORIAL FOUNDATION is responsible for the upkeep of Wolford Chapel in Devon, England, where Ontario's first Lieutenant Governor, John Graves Simcoe and his wife are buried. The Foundation is also engaged in projects to make better known Simcoe's life and works in Ontario through the educational system, public celebrations, speakers, award of medallions and portraits, etc.

SKI

416-965-4111

CCR, ELEVATING DEVICES BR inspects and licenses elevating devices including elevators, escalators, dumbwaiters, moving walks, platform lifts and ski lifts. Reviews and approves designs of new installations and major alterations. Investigates accidents and complaints of unsafe conditions or improper use of elevating devices. Registers contractors involved in maintenance and monitors their performance.

416-965-4008

IND & TOUR, TOURISM MARKETING BR promotes Ontario travel, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, attractions, facilities and tours. Provides up-to-date ski reports and campgrounds vacancy information. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald

Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program (OTAP), and advertises Ontario to the consumer travel trade and conventions markets.

SLAUGHTERING PLANTS

416-965-5841

AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues licences and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

SMALL BUSINESS

Small Business, see Business

SMALL CLAIMS

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

416-965-5591

ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm.201, Toronto M4G 1T6.

ATT GEN, SMALL CLAIMS COURTS, the lowest level of trial courts in Ontario, have jurisdiction to adjudicate civil disputes where the amount claimed does not exceed \$400. This limit is set to \$800 in northern districts. There are 130 small claims courts in Ontario. One of these in the Judicial District of York is at 67 Richmond St. W., tel. 366-8667.

SMOKING

416-965-4334

HEALTH, HEALTH PROMOTION BR HEALTH EDUCATION Consultants provide information on programs in accidents prevention, smoking and health, physical fitness. See also other sections in Health Health Promotion Br described separately.

SNAKE

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis, brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

SNOWMOBILES

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the

operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials, and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & Comm regional or district offices.

416-965-1226

TR & COMM, VEHICLE LICENSING OFFICE registers motor vehicles, trailers and snowmobiles. Issues licences to all premises used for selling, repairing or dismantling motor vehicles, e.g. garages, vehicle dealers, etc. Contact local Motor Vehicle Licensing Office. Requests for information on ownership of a specific vehicle should be made in writing to: Ministry of Transportation and Communications, Macdonald Block, Queen's Park, Toronto, enclosing \$3.00 fee.

SOCIAL AGENCIES

COMM SOC, AREA AND DISTRICT OFFICES throughout Ontario deliver the Ministry's programs to the community. Executive Directors in two area offices provide broad coordination and deliver those programs that cannot be made available at every District Office. Nineteen District Offices are responsible for the delivery of such programs as Family Benefits, Vocational Rehabilitation, Day Nurseries, etc. District offices are involved with local social planning, and work closely with social agencies in the community and with other ministries and other levels of government. Contact area or district offices.

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

416-965-7825

COMM SOC, COMMUNICATIONS BR is the information service for the Ministry of Community and Social Services. For a

description of activities, see first entry under information service. Also provides assistance (e.g. consultation, publications, films, slide, displays, etc.) to municipalities and social agencies to explain social service programs.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-6211

COMM SOC, TRAINING & STAFF DEVELOPMENT BR ensures competence of ministry staff through three sub-units. Area Staff Development Offices throughout Ontario maintain liaison with ministry district offices and mental retardation facilities to identify and respond to staff training needs. Officers also serve related social agencies such as Children's Aid Societies and municipal social services. The Human Resource Unit assesses ministry manpower needs and recommends social welfare training requirements to the Industrial Training Br, Ministry of Colleges and Universities. Program Design Implementation Unit designs and delivers training programs.

SOILS

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS.

county or district offices.

416-824-4120
AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-1081
AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household & urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

416-248-3580
TR & COMM, ENGINEERING MATERIALS OFFICE, Materials & Laboratory Services Section (248-3684) provides laboratory testing, technical evaluation and approval services related to soils, aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of highways and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out and records foundation investigations for structures. Hydrology Section (248-3723) provides a specialized engineering service in all hydrologic and hydraulic matters concerning the planning, design, construction and maintenance of provincial highways and structures. Pavement Design and Management Section (248-3255) provides pavement design guidelines and assesses the field performance of aggregates used in pavements and structures.

L GEN ADMINISTRATIVE SERVICES BR 416-965-7115
SOL GEN, ADMINISTRATIVE SERVICES BR provides the ministry with administrative services. For a description of functions, see first entry under administrative services.

G GEN CENTRE OF FORENSIC SCIENCES 416-965-2561
SOL GEN, CENTRE OF FORENSIC SCIENCES prepares legally

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admissible evidence for law enforcement officers, attorneys, coroners, etc., by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

SOL GEN CHIEF CORONER'S OFFICE

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE, 26 Grenville St., Toronto M7A 2G9 investigates sudden and violent deaths; warns the public re prevention of similar deaths; orders autopsies for medical legal reasons; conducts inquests; signs certificates for cremation and for shipment of bodies out of Ontario; completes medical certificates of death in coroners' cases. Administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Supplies Schools of Anatomy in Ontario with donated or unclaimed bodies and inspects these schools. To contact Regional Coroners, York Region, phone 416-965-6678, Toronto; Niagara Region, phone 416-684-4776, St. Catharines; Kenora Region, phone 807-223-6956, Dryden; South Georgian Bay Region, 705-645-8733, Bracebridge; Nipissing Region, 705-746-2123, Parry Sound; East Central Region, 613-966-4944, Belleville.

SOL GEN FINANCIAL SERVICES BR

416-965-4425

SOL GEN, FINANCIAL SERVICES BR supplies the Ministry with financial services. For a description of functions, see first entries under financial management and accounting.

SOL GEN FORENSIC PATHOLOGY BR

416-965-1554

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies & biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and sudden death investigations.

SOL GEN INTERNAL AUDITOR

416-965-5020

SOL GEN, INTERNAL AUDITOR is responsible for the Ministry's internal audit function. For a description of activities, see first entry under audit.

SOL GEN LEGAL SERVICES

416-965-3441

SOL GEN, LEGAL SERVICES provides legal services for the Ministry. For a description of functions, see first entry under legal services.

OL GEN MINISTRY SECRETARIAT

416-965-2049

SOL GEN, MINISTRY SECRETARIAT provides staff support to the Minister and Deputy Minister in policy development, planning, budget preparation, communications and the application of modern management techniques. The Ministry of the Solicitor General's overall goal is to contribute to the protection and security of society by the enforcement of the law, the maintenance of peace and order and the protection of persons and property while ensuring individual freedom and rights. The information service function for the Ministry is performed by the Communications Policy Advisor (965-2048). See first entry under information service for a description of activities.

OL GEN OFFICE OF THE FIRE MARSHAL

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for fire apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Film library loan service available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

SOL GEN ONT POLICE COMMISSION TECHNICAL SERVICES 416-965-3281

SOL GEN, ONT POLICE COMMISSION TECHNICAL SERVICES BR provides technological support and advice for all accredited police forces in Ontario. Program Development Section is involved in Computer Assisted Dispatch & Records Entry (CADRE) and technological projects. Communications Services assists in upgrading communications facilities for Integrated Radio Support Program. Operational Support Services assists forces in operation of support systems such as Canadian Police Information Centre (CPIC).

SOL GEN ONTARIO POLICE COMMISSION

416-965-6071

SOL GEN, ONTARIO POLICE COMMISSION ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all

municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

SOL GEN OPP

SOL GEN, OPP (Ontario Provincial Police) provides police services on a province-wide basis, and is responsible for: providing information and specialized assistance in criminal investigations to municipal forces; the regulation of private security organizations; and the control of firearms. For descriptions of OPP branches, see individual branches listed under Sol Gen OPP.

SOL GEN OPP ANTI-RACKETS BR

416-965-8117

SOL GEN, OPP, ANTI-RACKETS BR provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar crime, frauds, rackets, schemes, counterfeiting and forgery. For general inquiries, contact 965-8117. For inquiries on counterfeiting call 965-1883.

SOL GEN OPP AUTO THEFT BR

416-965-8049

SOL GEN, OPP, AUTO THEFT BR provides assistance to all police forces on investigations of organized vehicle theft rings and the identification of suspect vehicles.

SOL GEN OPP AUXILIARY POLICE BR

416-965-4400

SOL GEN, OPP, AUXILIARY POLICE BR consists of volunteer auxiliary police who report to regular detachments and assist with regular police duties. Apply at local OPP detachment. Requirements to become a member of the OPP auxiliary are exactly the same as those of the regular force.

SOL GEN OPP CAREER MANAGEMENT BR

416-965-4468

SOL GEN, OPP, CAREER MANAGEMENT BR recruits and retains competent uniformed staff for employment in the Ontario Provincial Police. Administers uniformed force management and staff development programs, force promotional process and performance review programs.

SOL GEN OPP CENTRAL RECORDS & COMMUNICATIONS BR **416-965-4456**

SOL GEN, OPP, CENTRAL RECORDS & COMMUNICATIONS BR maintains central police records centre, the Ontario Provincial Police (OPP) teletype network, and Canadian Police Information Centre (CPIC) computer terminals at OPP installations. The

SOL GEN OPP MANPOWER ADMINISTRATION BR - 645

branch provides management information; also disseminates information relating to criminal activities, suspended Ontario drivers, and vehicle registration data to law enforcement agencies.

SOL GEN OPP COMMUNITY SERVICES BR

416-965-4474

SOL GEN, OPP, COMMUNITY SERVICES BR administers safety and crime prevention programs. Provides public relations and information service for the Ontario Provincial Police force. To contact Complaints Bureau, call 965-0282.

SOL GEN OPP CRIMINAL INVESTIGATION BR

416-965-8105

SOL GEN, OPP, CRIMINAL INVESTIGATION BR provides assistance to all police forces in Ontario, and to other Ontario Government Agencies, in the investigation of serious criminal activities.

SOL GEN OPP FIELD ADMINISTRATION BR

416-965-4890

SOL GEN, OPP, FIELD ADMINISTRATION BR provides administrative advice and assistance to the 17 OPP District Headquarters and OPP detachments. The branch is responsible for manpower deployment in all OPP jurisdictions and coordinates the activities of the Helicopter Section, Canine Corps and Scuba Diving teams.

SOL GEN OPP INDIAN & MUNICIPAL POLICING SERVICES 416-965-4308

SOL GEN, OPP, INDIAN & MUNICIPAL POLICING SERVICES BR is responsible for Indian reserve policing in the Province of Ontario. Programs include the appointments of special constables at the request of Indian Band Councils to police their particular reserves. The OPP administers the training, salary and equipment of the special constables through the provisions of the federal-provincial cost-sharing agreement. Municipal policing involves the drawing up of contracts with municipalities which have opted for policing by OPP rather than maintain their own force, and other related matters. Also provides flying patrols in the northwestern & eastern portions of the province. Police aircraft visit isolated Indian communities on a regular basis.

SOL GEN OPP INTELLIGENCE BR

416-965-8108

SOL GEN, OPP, INTELLIGENCE BR collects and disseminates police information relating to organized crime.

SOL GEN OPP MANPOWER ADMINISTRATION BR

416-965-8120

SOL GEN, OPP, MANPOWER ADMINISTRATION BR provides the Ontario Provincial Police with support service pertaining to qualitative and quantitative manpower needs. Administers: bilingual capabilities program, personnel files & personnel inventory system, civilian complement control.

SOL GEN OPP PLANNING AND RESEARCH BR

416-965-2542

SOL GEN, OPP, PLANNING AND RESEARCH BR provides consulting services to the Ontario Provincial Police (OPP) and other related ministry agencies. Develops policies, procedures and organizational methods, including Special Projects, Systems Development & Programming, Data Processing & Statistical Analysis.

SOL GEN OPP PROPERTIES BR

416-965-3931

SOL GEN, OPP, PROPERTIES BR provides coordinating services to all agencies within the Ministry for buildings, properties, leasing, parking and telephone requirements.

SOL GEN OPP QUARTERMASTER STORES BR

416-965-4485

SOL GEN, OPP, QUARTERMASTER STORES BR is responsible for stocking and distributing all items of uniform, equipment, stationery and office supply needs. Maintains a repository of weapons, seized by police forces, which have been cleared for disposal.

SOL GEN OPP REGISTRAR OF FIREARMS

416-965-4488

SOL GEN, OPP, REGISTRAR OF FIREARMS approves issuing of permits to register and carry firearms in Ontario as outline in the Criminal Code (Canada). Maintains a central registry of all Ontario's registered firearms.

SOL GEN OPP REGISTRAR OF PRIVATE INVESTIGATORS

416-965-5814

SOL GEN, OPP, REGISTRAR OF PRIVATE INVESTIGATORS & Security Guards investigates and approves the licensing of agencies that provide the services of private investigators and security guards. Licenses agency employees to act as private investigators or security guards.

SOL GEN OPP SECURITY BR

416-965-8111

SOL GEN, OPP, SECURITY BR provides police security for top government officials and for important visitors to Ontario. Provides a uniformed security guards service which performs physical security duties and maintains public order in Ontario Government buildings. Contact Queen's Park Main Office Operations, 965-2549. Provides protection from subversive elements in maintenance of public order. Has expertise on all aspects of physical security.

SOL GEN OPP SPECIAL INVESTIGATION BR

416-965-8114

SOL GEN, OPP, SPECIAL INVESTIGATION BR provides assistance to Crown attorneys and law enforcement agencies including Chief of Police and other government agencies which deal with liquor licensing, liquor laws infractions, gambling, and suppression of illegal drugs.

SOL GEN RETAIL BUSINESS HOLIDAYS ACT - 647

SOL GEN OPP STAFF RELATIONS BR

416-965-8406

SOL GEN, OPP, STAFF RELATIONS BR deals with Ontario Provincial Police staff and their family survivors. Provides services which include labour relations, counselling employees with medical and emotional problems, alcoholic rehabilitation. Liaises with the ministry regarding negotiations with Ontario Public Service Employees Union (OPSEU) and the application of the Public Service Act.

SOL GEN OPP TRAFFIC INVESTIGATION BR

416-965-5444

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes collisions of vehicles to determine how to make highways safer.

SOL GEN OPP TRAINING BR

416-965-5421

SOL GEN, OPP, TRAINING BR provides police training courses for force members at all levels including motorcycle, marine, search & rescue, canine training & diver training. Coordinates the attendance of members at training courses conducted by other agencies.

SOL GEN OPP TRANSPORT BR

416-965-4477

SOL GEN, OPP, TRANSPORT BR provides and maintains the mobile equipment to meet Ontario Provincial Police (OPP) transportation needs. Also provides office services, operational support and direction, and financial and personnel management support.

SOL GEN PERSONNEL SERVICES BR

416-965-6784

SOL GEN, PERSONNEL SERVICES BR performs the personnel functions for the ministry with the exception of OPP uniformed recruitment, uniformed staff development and staff relations with the Ontario Provincial Police Association (OPPA). The Personnel Branch may be reached at 965-8404 for the following services: civilian recruitment, classification (all), documentation (all), staff relations (civilian). For other functions contact 965-6784. For description of branch activities, see first entry under Personnel.

SOL GEN RETAIL BUSINESS HOLIDAYS ACT

SOL GEN, RETAIL BUSINESS HOLIDAYS ACT came into force Jan. 1, 1976 to provide for common days of rest on which retailing is kept to a minimum and leisure time activity is encouraged. It requires Ontario retail establishments to close each Sunday, New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Christmas Day & Boxing Day. Certain business establishments are exempt. Some remain open: if they meet requirements as to floor space & number of people serving the public, depending on type of

goods & services sold, on a Sunday if they are closed Saturday. A Municipal Council may pass a by-law exempting an establishment from closing where it is essential to the tourist industry in its jurisdiction. The law is enforced by the police. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from: Ontario Government Bookstore, 880 Bay St., Toronto (965-2054).

SOLE PROPRIETORSHIPS

Sole Proprietorships, see Proprietorships

SOLICITOR GENERAL

Solicitor General, Ministry of, see SOL GEN Branch Name

SOLID WASTE

Solid Waste, see Waste

SPECIAL EVENTS

Special Events in Queen's Park, see Govt Serv Protocol Services Protocol.

SPECIAL OCCASION PERMITS

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor licences for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for licensed establishments. For general information, phone 965-1387; transfers, 965-4691; special occasion permits, 965-4675; advertising, 965-3450.

SPECIAL PURPOSE BODIES

416-965-6934

TE & IA, LOCAL GOVERNMENT ORGANIZATION BR advises the Government on provincial policy for local government functions and organization, including local government reform based on local needs. Participates in the County Restructuring Studies Program (CRSP). Reviews division of local and provincial functions. Reviews role and organization of municipal councils, and suitability of Special Purpose Bodies. Reviews all legislation and Ontario Municipal Board decisions affecting municipalities.

SPEECH PATHOLOGY

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all component

of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

SPEED LIMITS

416-248-3938

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics; i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving; i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highway lighting design, implication of energy future, etc.

PIRITS

Spirits, see Liquor

PONT ONTARIO

Sport Ontario (Ontario Sports Administration Centre), see Cult & Rec Sports Services Br.

PORTS

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

416-965-4173

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional boxing and wrestling and amateur sports in Ontario. Licenses professional boxers and wrestlers.

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries. For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br, Min. of Health, 15 Overlea Blvd., Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

416-844-8171

CULT & REC, ONTARIO SPORTS TRAINING CENTRE (OSTC) in Oakville is now being developed, with construction to start in 1977, tentative completion in 1979. To be built in stages, the Ontario Sports Training Centre is designed for training of amateur athletes and to serve as a sports competition and conference centre. Phase I facilities include a natatorium, multiple gymnasiums, an indoor fieldhouse, an outdoor stadium, fitness & weight training halls, medical & physiotherapy areas, the major locker core plus administration office. Twenty-three amateur sports are included in this phase, with the sport governing bodies recommending athletes for training. The Recreation Facilities Research Project under the OSTC is being created to gather and disseminate information about planning, design construction and operation of sports, recreation and fitness facilities.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in

aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in physical activities for enjoyment. Promotes competition in multi-sports games (e.g. regional & provincial Ontario Summer & Winter Games). Provides administrative, consultative and limited financial assistance (grants) to provincial sport governing bodies. The Ontario Sports Administration Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is also funded by this Ministry. Sports Awards Program honours accomplishments made by Ontario athletes and citizens in amateur sport. Coaching Development Program (Tel. 965-6311) improves the calibre of leadership available to amateur sport. Ontario Sports Travelcade (Tel. 965-6311) takes sports and fitness resources around Ontario to help raise the level of expertise among athletes, coaches, etc. The branch encourages physical fitness in individuals by working with community groups, municipalities and industries in the development of fitness programs (965-6311). See also Cult & Rec Office of Athletics Commissioner.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

ST CLAIR PARKWAY COMMISSION

519-862-1035

NAT RES, ST CLAIR PARKWAY COMMISSION in Corunna is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron, to Mitchell's

652 - ST LAWRENCE LOUNGE

Bay on Lake St. Clair. The St Clair Parkway Commission is a joint program of parks and recreation development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

ST LAWRENCE LOUNGE

St Lawrence Lounge performances, see Govt Serv Protocol Services Protocol.

ST LAWRENCE PARKS COMMISSION

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

STATIONARY ENGINEER

Stationary Engineer, see CCR Operating Engineers Br.

STATISTICS

416-965-1064

AG & FOOD, ECONOMICS BR undertakes research into economic aspects of agriculture, including production, marketing, land use planning, rural sociology, statistics, loans to cooperatives.

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of \$3.00 each. Provision is made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

416-965-5006

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under administrative services.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices re: funding, licensing and supervision of day nurseries; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.); and provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding child care and pre-school education. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For financial questions contact 965-2521. Contact district office.

416-965-2696

CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public libraries throughout Ontario. Provides library grants, library by-laws and statistics, and other information assistance. Maintains close liaison with

associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For Children.

416-965-8163

HEALTH, DATA DEVELOPMENT AND EVALUATION BR is responsible to all levels of the health care sector engaged in the planning and evaluation process for the identification, interpretation and provision of health and socio-economic information in areas such as health care utilization, monitoring of health care payment systems, regional distribution of health care services, and health care statistics related to hospitals and other medical and health care institutions.

416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

416-965-5757

IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local tourism groups and regional travel associations on planning, development and marketing of tourism area facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues licences to tourism establishment and takes complaints about them. Assists with implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

416-965-8710

LABOUR, STAFF BR acts in an advisory capacity on occupational safety (construction and industrial), mining safety and occupational health; formulates legislation and procedures, maintains files, collects and manually tabulates statistics, and does research on occupational hazards as a service to the Minister of Labour and inspectional branches.

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

416-965-2923

REVENUE, REVENUE RESEARCH BR prepares, for ministry use only, management information and statistics on tax administration. Undertakes special studies on tax research matters, Revenue Division planning, legislation control.

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for fire apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Film library loan service available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for

planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

416-965-7143

TR & COMM, DRIVER LICENSING OFFICE issues an appropriate drivers licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on collisions. For driver examination contact regional or district offices.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies: vehicle stability, braking and handling including effects of mechanical and structural condition, as related to operational performance and safety; impact of new vehicle standards and provincial highway regulations on safety; driver characteristics and commercial vehicle accidents data and statistics.

STATUTE

416-965-2841

ATT GEN, LEGISLATIVE COUNSEL SERVICES provides legislative advisory services to members of provincial parliament (MPP), government Ministers and Ministries. The Legislative Counsel Services is responsible for the drafting of bills and regulations, and for the preparation of annual statute books and the filing and publishing of regulations. For information on regulations, contact 965-2854.

STATUTORY HOLIDAYS

Statutory Holidays, see Labour Employment Standards Br.

STEAM

416-965-4188

CCR, OPERATING ENGINEERS BR promotes the safe operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

STORAGES

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

STORE CLOSING

Store Closing, see Sol Gen Retail Business Holidays Act.

TORMS

416-965-2204

TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on provincially-owned properties (965-2428).

STREAMS

Streams, see also Lakes, Rivers, Watersheds, Water

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call

Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections.

416-965-4590

ENV, WATER RESOURCES WATER MODELLING Section develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-832-2261

NAT RES, FISH AND WILDLIFE RESEARCH BR near Maple, Ontario, conducts biological and environmental research and provides information on the principles of scientific fish and wildlife management, wildlife diseases and parasites, productivity of lakes and streams, aquatic systems ecology, behaviour of animals, animal pathology. Contact Director, Box 50, Maple.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

STRIKES

Strikes, see also Education Relations Commission.

416-965-7941

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

TUDENT AWARDS

Student Awards, see also Coll Univ, Policy and Planning Coordination.

416-965-5921

COLL UNIV, ACCOUNTS AND ADMIN SERVICES BR performs the accounting (phone: 965-9051) and administrative services (phone: 965-6426) functions for the ministry. Accounting includes processing and distribution of student awards and operating funds for post-secondary institutions, as calculated by the Student Awards and Institutional Accounting branches, respectively. For a description of accounting and administrative service functions, see first entries under accounting and administrative services.

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions,

contact this branch.

STUDENT GUIDANCE

Student Guidance Information Service, see Educ Student Activities & Special Projects Br.

STUDENTS

Student Exchanges, see Coll Univ Student Awards Br, Civ Serv Staff Training & Development Br, Educ Student Activities & Special Projects.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL) and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-6601

CORR SERV, PERSONNEL BR performs the personnel functions for

the Ministry of Correctional Services. For a description of branch activities, see first entry under personnel. Also operates summer employment programs for students based on experience and assigned task projects for four month work periods in institutions.

416-965-2654

EDUC, CORRESPONDENCE EDUCATION BR provides Ontario residents with the opportunity to obtain or supplement elementary and secondary education through correspondence courses. All courses have the same credit values as those offered by an Ontario elementary, secondary or inspected private school and certificates are given to students upon the successful completion of courses. The Branch also presents secondary school graduation diplomas and secondary school honour graduation diplomas to qualified students. For details about eligibility, courses and services of the branch, call 965-2657 or write to: Correspondence Education Branch, 909 Yonge St., Toronto M4W 3G2, or contact Ministry's Regional Services Branch which can provide application forms and information pamphlets.

416-965-2190

EDUC, COUNCIL ON FRENCH LANGUAGE SCHOOLS ensures the continuing development of education for French-speaking students in Ontario. The Council advises the Minister of Education and his Deputy on all matters pertaining to French language schools.

416-965-6669

EDUC, EDUCATION DATA PROCESSING BR provides the ministry with data processing services and, through a cooperative remote job entry network, to a broad segment of the provincial educational community. Designs and maintains systems for the ministry, some boards of education and schools. Systems include: the Student Guidance Information Service which offers career and educational planning information to students, the Student Scheduling System to test the viability of class scheduling timetables, the Personnel Payroll Administration System for school boards.

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for

teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (tel. 965-5635), and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989) Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Project Japan (965-5629), Teacher Exchange Programs (965-5996). Also operates the Ontario Student Leadership Centre (OSLC) which accepts secondary school students for a series of training courses in leadership through physical education and athletics, music, student government (965-5989). The Student Guidance Information Service (SGIS) (965-9676) provides computerized career and institutional information to schools. Also is responsible for preparation of guidance documents and Ontario Student Record (OSR) material.

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries listed separately in this index. The Selective Placement Section provides professional and skilled manpower counselling and, in cooperation with Canada Manpower & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government programs

involving youth, e.g. summer employment for students. They also offer an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel.: 965-0480.

STUFFED ARTICLES

Stuffed Articles, see Upholstered and Stuffed Articles

SUBDIVISIONS

416-965-5506

HOUSING, SUBDIVISIONS BR implements Ministry program designed to provide adequate housing within a sound planning framework. The province is responsible for approving plans of subdivisions and condominiums across Ontario (except where approval power has been delegated to a regional municipality). The branch ensures that these decisions conform to local, provincial and federal policies.

UBPOENAE

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

SBSIDIES

Subsidies, see Grants

SUBWAYS

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577).

664 - SUCCESSION DUTIES

Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

SUCCESSION DUTIES

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

SUMMER EMPLOYMENT

Summer Employment, see Employment

SUPERANNUATION

416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of a deceased teacher.

416-965-6861

GOVT SERV, EMPLOYEE BENEFITS BR administers the following employee benefits plans: Public Service Superannuation Act (PSSA), Superannuation Adjustment Benefits Act (SABA), Legislative Assembly Retirement Allowances Act (LARAA), Employees' Group Insurance Plan (EGP), Long Term Income Protection (LTIP) for employees of the Ontario Public Service only. Informs existing and retired employees of the benefit available. The branch is not concerned with family benefits or pensions in the private sector.

416-965-1727

GOVT SERV, MANAGEMENT CONSULTING SERVICES Division provides professional management consulting services to the ministry and agencies of the Ontario government in the areas of organization, operations, human resources management, electronic data processing (EDP), management information systems, finance, management science and actuarial science. The division also acts as actuaries to the Public Service Superannuation Fund (PSSF).

416-965-2097

GOVT SERV, PUBLIC SERVICE Superannuation Board recommends payments of annuities, pensions and disability benefits and approves applications in respect of past service credits and pension credit transfers. The Public Service Superannuation Board also hears appeal from contributors, pensioners or dependents against administrative decisions. Pensions for Ontario Public Service employees are handled by Employee Benefits Branch (965-2097). Private pension plans should be referred to the Pension Commission of Ontario (965-2961).

SUPREME COURT OF ONTARIO

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

416-965-5545

ATT GEN, SUPREME COURT of ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions, any party before the High Court may demand a trial by judge and jury. The new Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

416-965-5545

ATT GEN, SUPREME COURT OF ONTARIO REGISTRAR'S Office, Judicial District of York handles inquiries regarding civil litigation commenced in this district, including divorce actions as to state of action (965-5582). Provides certified copies of court documents, e.g. final divorce decree

(965-5563). For listing of cases for trial, contact 965-7418 for divorce and 965-7415 for cases other than divorce. Outside this Judicial District, contact county or district Supreme Court Registrar. Questions about legal rights and advice should be referred to a lawyer.

SURROGATE COURT

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

416-965-7314

ATT GEN, SURROGATE COURT issues letters probate of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Also processes applications for the custody of children. The Surrogate Court also handles contested claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

SURVEYS

Surveys, see also Maps

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost, obliterated or not registered. Does not provide for the creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

705-942-1800

NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet

of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

416-965-4641

NAT RES, GEOLOGICAL BR provides information on the geology and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques and presentation of education classes and lectures on minerals. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures and unpublished files are used by the general public, prospectors, mining companies, universities and government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake and Sudbury district offices.

416-965-6225

NAT RES, SURVEYS & MAPPING BRANCH A. The Branch provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Inventory Section (965-6914) maintains the Forest Resources Inventory (FRI) and data on forest stands in Northern Ontario. Drafting Services Section (965-7108) provides drafting, mapping and graphics support services to the ministry. Control Surveys Section (965-4538) will install and manage a provincial system to coordinate, and set standards for, control surveys. Cadastral Surveys Section (965-2714) has data from ministry surveys and from private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Branch (B) for other activities.

416-248-3248

TR & COMM, SURVEYS AND PLANS OFFICE, Highway Engineering Div provides the ministry with: aerial and ground surveys relative to remote sensing, computer graphics, photogrammetric plans, cartographic maps, legal survey plans and documents. Maps are also available to the public. Contact regional or district offices.

SWIMMING POOLS

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

SWINE

Swine, see Livestock

SYNCRUDE PROJECT

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

TAKE-OVER BIDS

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

TAX

Tax, see also Property Taxation

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on real property valuation for municipal tax purposes. For further

information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

416-965-1559

NAT RES, MINE TAX ASSESSMENT issues annual assessment (tax) notices to Ontario mining companies on the basis of profit. Administers the Mining Tax Act.

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining Tax Act 1972 and The Beach Protection Act and such

duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.

416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-1774.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto may call the Centre free of charge by asking Operator for Zenith 8-2000. In Metro Toronto, call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

416-965-5772

REVENUE, RETAIL SALES TAX BR administers the collection of Retail Sales Tax by Ontario vendors. This tax is paid at the time of purchase on certain goods consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning tax exempt items and other aspects of the tax, as well as carrying out periodic audits. Tax under the Race Tracks Tax Act is also collected by the branch. II

Metro Toronto, call 487-7161. In other regions, refer to Appendix of this book for local telephone numbers and addresses.

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

416-965-2204

TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on provincially-owned properties (965-2428).

416-965-4746

TE & IA, TAXATION AND FISCAL POLICY BR coordinates preparation of provincial budget and Ontario Finances (progress report on budget performance). Researches and develops tax and fiscal policy alternatives for government.

AX CERTIFICATES

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

TAX CREDITS

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto may call the Centre free of charge by asking Operator for Zenith 8-2000. In Metro Toronto, call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

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TAX EVASION

416-965-7767

REVENUE, SPECIAL INVESTIGATIONS BR investigates cases of deliberate tax evasion and prosecutes such cases as warranted.

TAX RESEARCH

416-965-2923

REVENUE, REVENUE RESEARCH BR prepares, for ministry use only management information and statistics on tax administration. Undertakes special studies on tax research matters, Revenue Division planning, legislation control.

TAXATION

Taxation, see Tax, also Property Taxation

TE & IA ACCOUNTS & OFFICE SERVICES BR

416-965-4085

TE & IA, ACCOUNTS & OFFICE SERVICES BR performs the accounting and office support functions for the Ministry of Treasury, Economics and Intergovernmental Affairs, in

addition to those of the Ontario Economic Council, Niagara Escarpment Commission, Ontario Land Corporation, Ministry of Energy, Ontario Energy Board, Management Board Secretariat and Civil Service Commission. For a description of functions, see first entries under accounting and administrative services.

TE & IA ADMINISTRATION PROGRAM**416-965-3518**

TE & IA, ADMINISTRATION PROGRAM, in addition to providing overall direction and coordination for the Ministry of Treasury, Economics and Intergovernmental Affairs in the areas of resource allocation and planning, internal ministry policies and procedures, etc. and common support services, provides full administrative services to the following: Ministry of Energy, the Ontario Energy Board, the Niagara Escarpment Commission, the Ontario Economic Council and the Ontario Land Corporation, & except for personnel services, to the Civil Service Commission and to Management Board.

TE & IA ADVISORY SERVICES BR**416-965-3514**

TE & IA, ADVISORY SERVICES BR encourages and assists Ontario municipalities in improving their management practices and in developing and promoting effective local government management techniques. Assists local governments to improve internal organization and processes by which their statutory responsibilities are discharged. Advises on human resources management. Coordinates Local Government Management Program (LGMP). Advice on metrication in municipalities is available.

E & IA CENTRAL STATISTICAL SERVICES**416-965-6566**

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

E & IA COMMUNICATIONS GROUP**416-965-7171**

TE & IA, COMMUNICATIONS GROUP, aside from the services mentioned in the general description (see first entry under information service), has a French Information Officer who provides information and communications advice to other

Ontario Government ministries, the media and the public. Coup d'Oeil, a publication in French containing brief descriptions of government programs, is produced monthly for the French media and the public.

TE & IA ECONOMIC ANALYSIS BR

416-965-5454

TE & IA, ECONOMIC ANALYSIS BR monitors economic and social developments in Ontario, Canada and elsewhere. Provides provincial government with consultative services on short-term consequences for Ontario of proposals from government and the public. Studies include natural resources, transportation, energy and labour aspects.

TE & IA ECONOMIC DEVELOPMENT BR

416-965-7081

TE & IA, ECONOMIC DEVELOPMENT BR coordinates the preparation of development strategies for the regions of Ontario in consultation with other provincial ministries and local governments. Reviews and updates planning policies as outlined in Design For Development series. Contact: for general information, 965-7081; Central Ontario, Eastern Ontario, Northwestern Ontario and Northeastern Ontario Regions, 965-7081; Southwestern Ontario Region, 965-2296.

TE & IA ECONOMIC POLICY BR

416-965-2999

TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and anti-inflation programs.

TE & IA EXTERNAL ACTIVITIES COORDINATION

416-965-3356

TE & IA, EXTERNAL ACTIVITIES COORDINATION SECRETARIAT provides policy advice on Ontario's participation in Canada's international relations. Makes specific recommendations on current intergovernmental issues of an international nature. Coordinates such activities as Ontario participation in international conferences and programs, treaty assessments, international development assistance, and analysis of information from Canadian embassies and international organizations. Provides federal-provincial liaison between the Ontario Government and the federal Department of External Affairs.

TE & IA FEDERAL-PROVINCIAL

416-965-3340

TE & IA, FEDERAL-PROVINCIAL & Interprovincial Affairs Secretariat provides policy advice on Ontario's participation in federal-provincial and interprovincial relations. Assesses current issues in Confederation including such matters as the distribution of powers, and the effects of many programs on Ontario's relations within federation.

Makes recommendations to ministries on specific federal-provincial or interprovincial issues. Through the Ontario Quebec Permanent Commission promotes exchanges with Quebec by governments, individuals, groups, schools and organizations in such areas as education, culture and public administration.

TE & IA FINANCE MANAGEMENT BR

416-965-2914

TE & IA, FINANCE MANAGEMENT BR issues and retires Province Ontario debt securities (debentures) and treasury bills. Manages provincial cash resources. Monitors provincial income and expenditure cash flow.

TE & IA FINANCIAL INFORMATION & ACCOUNTING

416-965-5273

TE & IA, FINANCIAL INFORMATION & ACCOUNTING Policy Branch is responsible for public reporting of government financial information. Produces Public Accounts annually for Legislature and the public. Operates Consolidated Revenue Fund accounting systems and budget monitoring system serving provincial ministries and agencies. Accounting Research and Policy Development Section (965-1731) serves ministries and agencies on development of financial information system and financial information and accounting policy development. Maintains financial administration policy liaison with Management Board and banking policy liaison with the banking community.

TE & IA INTERGOVERNMENTAL FINANCE & GRANTS

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grant structure, including deconditionalizing of various specific grants. Develops budget options for assistance to local government and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for unconditional grants. Administers all unconditional grants, valued at over \$400 million in 1977. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

TE & IA INTERNAL AUDIT SERVICES BR

416-965-5123

TE & IA, INTERNAL AUDIT SERVICES BR provides an internal audit capacity within the ministry to reinforce post-audit requirements and promote safekeeping of public funds and property entrusted to the ministry. For a description of functions, see first entry under audit.

TE & IA LIBRARY SERVICES BR

416-965-2314

TE & IA, LIBRARY SERVICES BR has reference materials for use by the Ministry and its agencies, and to a lesser extent, by other provincial and federal ministries. The Library has three indices which may be of interest to municipalities and the public: an index to the Private Acts of Ontario since 1867; an index and History of Incorporation for Ontario Municipalities since 1792; an index to unincorporated places in Ontario. Questions on annexations, amalgamations, dissolutions of municipalities, e.g. to which county or district certain townships, villages, towns and cities belong, can be answered by this branch.

TE & IA LOCAL GOVERNMENT ORGANIZATION BR

416-965-6934

TE & IA, LOCAL GOVERNMENT ORGANIZATION BR advises the Government on provincial policy for local government functions and organization, including local government reform based on local needs. Participates in the County Restructuring Studies Program (CRSP). Reviews division of local and provincial functions. Reviews role and organization of municipal councils, and suitability of Special Purpose Bodies. Reviews all legislation and Ontario Municipal Board decisions affecting municipalities.

TE & IA MANAGEMENT SERVICES BR

416-965-7582

TE & IA, MANAGEMENT SERVICES BR assists management in the planning needed to achieve Ministry objectives in the effective allocation of human, financial and technical resources, and in the evaluation of program and organizational performance. Organization Development Group (965-5500) creates and maintains a coordinated organization and development program. Program Analysis Group (965-1590) provides program analysis support needed to develop multi-year plans and estimates forecasts, to meet program objectives and evaluate program performance.

TE & IA MINISTRY OFFICE

416-965-5204

TE & IA, MINISTRY OFFICE provides executive, secretarial, administrative and clerical support for the Treasurer of Ontario, the Parliamentary Assistant, the Deputy Minister and the Assistant Deputy Ministers. Included in this group are the offices of the Ministry Policy Coordinator (965-7039) and the Women's Coordinator (965-1979). The Ministry Policy Coordinator's office coordinates and monitors ministry policy proposals to Cabinet and Cabinet Committees and communicates Government policy decisions to staff.

TE & IA MUNICIPAL FINANCE BR

416-965-1671

TE & IA, MUNICIPAL FINANCE BR maintains a municipal financial data system; produces financial analyses based on mun.

financial statements; maintains: summary of mill rates, register of prov'l. grants to local sector & monitors its fiscal capacity. Advises on local sector debt. Studies property taxation to develop new system. Advises regional/restructured gov'ts. on financial policy; manages Special Assistance part of unconditional grants. Administers Ont. Mun. Improvement Corp. (OMIC), Ont. Educ. Capital Aid Corp. (OECAC), Ont. Univ. Capital Aid Corp. (OUCAC). Contact: Loc. Gov't. Financial Analysis, 965-2417; Loc. Gov't. Tax Reform 965-2194; Restructured Municipalities Finance, 965-1074; Mun. Borrowings, 965-2451; Finance Legislation, 965-0577.

TE & IA OFFICE OF LEGAL SERVICES

416-965-6926

TE & IA, OFFICE OF LEGAL SERVICES provides legal services for the Ministry of Treasury, Economics and Intergovernmental Affairs. For a description of branch activities, see first entry under legal services.

TE & IA ONTARIO ECONOMIC COUNCIL

416-965-4315

TE & IA, ONTARIO ECONOMIC COUNCIL is an advisory group reporting to the Government on a wide range of economic and other matters, such as urban affairs, social security, health and education policy. The Ontario Economic Council (OEC) coordinates its work with the Economic Council of Canada and government ministries. The OEC publishes an annual report which details research publications and work in progress.

TE & IA ONTARIO LAND CORPORATION

416-965-6616

TE & IA, ONTARIO LAND CORPORATION (OLC) provides financing for land assemblies for new towns and industrial parks. Provides financing through Ontario Development Corporation for municipal industrial parks. Holds title to and manages land assemblies until assignment to permanent use.

E & IA ONTARIO QUEBEC PERMANENT COMMISSION

416-965-2927

TE & IA, ONTARIO QUEBEC PERMANENT COMMISSION (OQPC) promotes and stimulates exchanges between governments, individuals, groups, schools and organizations in Ontario and Quebec to foster understanding and cooperation between residents of the two provinces. The Commission does not fund or operate programs directly, but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint support. Also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

E & IA PARKWAY BELT GROUP

416-965-3243

TE & IA, PARKWAY BELT GROUP manages the activities involved

in the Parkway Belt System. The System is a major part of the Toronto-Centred Region Concept that is designed to provide for urban areas physically arranged in two tiers to the west and east of Toronto.

TE & IA PERSONNEL ADMINISTRATION BR

416-965-6171

TE & IA, PERSONNEL ADMINISTRATION BR performs the personnel functions for the Ministry of Treasury, Economics and Intergovernmental Affairs. For a description of branch activities, see first entry under personnel.

TE & IA PROJECT-TOWNSITE DEVELOPMENT GROUP

416-965-6945

TE & IA, PROJECT-TOWNSITE DEVELOPMENT GROUP researches, designs, organizes and manages activities required to carry out such projects as: the development of new northern communities and/or expansion of existing ones to serve population growth from resource development activity, or special studies of areas affected by provincial policies. Function transferred to the Ministry of Northern Affairs 1977.

TE & IA PROVINCIAL MUNICIPAL AFFAIRS

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and advises on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA), and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business municipalities, etc.

TE & IA REGIONAL OFFICES

416-226-6574

TE & IA, REGIONAL OFFICES. Five Regional Offices in Ontario advise and assist municipalities, the public, other government ministries and agencies on all aspects of local government. Coordinate government relationships with municipalities. Identify and initiate action in cases of municipal difficulty. Advice is provided: through review of municipal financial statements; through dissemination of information on existing programs available; through assessment of implications of specific actions, e.g. proposed major capital expenditures; and as specifically requested.

License auditors who audit municipal books. Contact regional offices.

TE & IA SECURITIES BR**416-965-6691**

TE & IA, SECURITIES BR acts as transfer agent for the province in domestic and foreign capital markets and in provincial borrowing (Province of Ontario debt securities, debentures, bonds) to ensure prompt interest payment and to supply information on transfer requirements to investors. Keeps in trust security deposits made by the public when required by provincial programs.

TE & IA SUBSIDIES BR**416-965-2204**

TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on provincially-owned properties (965-2428).

TE & IA TAXATION AND FISCAL POLICY BR**416-965-4746**

TE & IA, TAXATION AND FISCAL POLICY BR coordinates preparation of provincial budget and Ontario Finances (progress report on budget performance). Researches and develops tax and fiscal policy alternatives for government.

TEACHERS**416-965-1192**

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-2611

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611), accounting (965-2612), and audit (965-5833), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

416-965-2609

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of elementary & secondary school teaching certificates (965-2600); evaluation of teaching qualifications (965-6126); evaluation of academic qualifications, including those of Ontario landed immigrants (965-1357); admission of teachers to Ministry summer courses (965-4487); secondary school diplomas, scholarships (965-7291); secondary school bursaries (965-6126); transcripts of student records (965-5384); transcripts of teacher training courses (965-2600); and inspection of private schools (965-6802). The Branch evaluates foreign education documents at the elementary and secondary school levels for employment and study purposes.

416-965-2308

EDUC, MANAGEMENT SERVICES BR supplies the ministry with administrative services. For a description of functions see first entry under administrative services. Maintains micro

files on teachers. Responsible for records and forms management, administrative systems, purchasing, word processing centre, warehouse and distribution centre and copycentres.

416-965-2667

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for teachers (965-2664). Coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges teacher and school board personnel exchange programs within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for French language professional development activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (tel. 965-5635), and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989) Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Project Japan (965-5629), Teacher Exchange Programs (965-5996). Also operates the Ontario Student Leadership Centre (OSLC) which accepts secondary school students for a series of training courses in leadership through physical education and athletics, music, student government (965-5989). The Student Guidance Information Service (SGIS) (965-9676) provides computerized career and institutional

information to schools. Also is responsible for preparation of guidance documents and Ontario Student Record (OSR) material.

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards, municipalities, teachers and the public about education legislation that affects their rights duties and responsibilities.

416-965-2228

EDUC, SUPERVISION & LEGISLATION BR, SUPERVISION Section serves as a main channel of communication between the Ministry and private schools, correctional and National Defence Schools, organizations of teachers, principals, trustees and school officials. Advises on all aspects of school administration. The office of the Provincial School Attendance Counsellor is located at this branch.

416-965-1341

EDUC, TEACHER EDUCATION BR approves and supervises programs of teacher education offered by teacher education institutions and administers Ontario Teacher Education College (Hamilton & Toronto). Sets policy concerning regulations relating to certification of teachers, vice-principals and principals.

416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of a deceased teacher.

416-922-7679

EDUCATION RELATIONS COMMISSION (ERC) was established in 1975 to administer negotiation procedures for teachers and school boards. Assists in negotiations, supervises teachers' votes and advises the Lieutenant Governor in Council when a strike or a lockout is jeopardizing the students' education.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and

consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

ELECOMMUNICATIONS

416-965-0175

GOVT SERV, TELECOMMUNICATIONS SERVICES BR provides local and network telecommunication services for Ontario government ministries and agencies. These are principally telephone, data communications and radio, but also include intercom, teletype, facsimile, satellite and related telecommunications services. For local telephone services, contact 965-6788; network services, contact 965-6265.

416-248-3736

TR & COMM, COMMUNICATIONS OPERATIONS BR carries out representations and interventions before the Canadian Radio-Television and Telecommunications Commission on common carrier, cable and broadcast applications; involves provincial comment on Bell Canada, Canadian National or Canadian Pacific rate applications. The Branch does not regulate Bell Canada or CN-CP, but investigates customer complaints regarding their service. Represents Ontario on the federal Cost Telecommunications Inquiry. Telecommunications Systems Engineering (248-3567) assists independent telephone industry in modernization plans, consults and advises the Ontario Telephone Service Commission on technical matters, and generally provides related assistance to the division.

416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops provincial government policy in communications field by: maintaining liaison with cable television, broadcast, and common carrier industries; maintaining intergovernmental liaison with other provincial and federal agencies; undertaking research and analysis of telecommunications services; and providing a data bank of information on people served by broadcasting and cable firms, and on television viewing habits (248-3961).

416-248-3831

TR & COMM, ONT TELEPHONE SERVICE COMMISSION is responsible for regulating the providers of telephone services under provincial jurisdiction, under the Telephone Act. There are

39 telephone systems under the jurisdiction of the Ontario Telephone Service Commission. Bell Canada is not under this jurisdiction; it reports to the Canadian Radio-Television Telecommunications Commission (CRTC).

TELEPHONE

416-965-0175

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TELEVISION

416-484-2600

CULT & REC, O E C A. The Ontario Educational Communications Authority produces and distributes television programs of an educational nature through its TVOntario Broadcast Network: Channel 19, Toronto; 24, Ottawa; 28, Kitchener; 18, London; 59, Chatham; 32, Windsor; through the local cable systems in Sudbury, North Bay, Sturgeon Falls, New Liskeard, Iroquois Falls, Timmins, Cochrane and Thunder Bay; and through five-hour per day packages on nine other cable systems. The

Ontario Educational Communications Authority also has a video tape distribution system that allows presentation of educational television programs in schools and to the general public. Produces VIPS (video and audio tapes) catalogues listing all programs available through the OECA.

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops provincial government policy in communications field by: maintaining liaison with cable television, broadcast, and common carrier industries; maintaining intergovernmental liaison with other provincial and federal agencies; undertaking research and analysis of telecommunications services; and providing a data bank of information on people served by broadcasting and cable firms, and on television viewing habits (248-3961).

TEMPORARY ABSENCE

416-965-4283

CORR SERV, TEMPORARY ABSENCE BR operates the temporary absence (T.A.) program which allows inmates, through conditionally approved permits on a day to day basis, or for further specified periods as authorized, to commence or continue their education or jobs while residing in correctional institutions serving their sentences. The T.A. program is also used to screen offenders who want to visit their homes to maintain family and community ties, to attend hospital for diagnosis and treatment, and for job or educational interviews. Contact the regional institution housing the inmate, or the Coordinator, Temporary Absence Branch.

TENANT

416-965-7351

ATT GEN, COUNTY and DISTRICT COURTS, the intermediate level of trial courts with civil jurisdiction in Ontario, handle actions involving the amounts of between \$401 and \$7,500. Handle proceedings under these statutes: landlord and tenant, applications for name changes, adoptions (child welfare), and

mental incompetency. Persons rarely appear without legal counsel, and in many cases, either party may require trial by judge and jury. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Outside this Judicial District, contact appropriate county or district court.

416-923-1199

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile home sites and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant filed application forms regarding rent increases. If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlords offer up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays rent-geared-to-income, OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlords design, construct, own and operate the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays rent-geared-to-income. Tenant applicants in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

416-965-9868

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. Applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (tel. 965-9915). Applicants must have 12 months residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides

accommodation for families but will consider senior citizens and persons with permanent disability. Housing is offered to families in greatest need when vacancies occur.

TENDERS

416-965-6937

GOVT SERV, SUPPLY ADMINISTRATION BR provides a government-wide purchasing service, including development of specifications and standards. Develops Collective Purchasing Arrangements for commodities commonly used by Ontario Government ministries and agencies. In addition to purchasing the requirements of the Ministry of Government Services, the branch purchases furniture and all other furnishings for other ministries and other items required for the initial outfitting of new facilities. Operates the Public Tenders Office to receive tenders for government contracts. Maintains suppliers lists by vendor and commodity, and a vendors catalogue library. Controls and directs government assets disposal.

TESTATE

416-965-7314

ATT GEN, SURROGATE COURT issues letters probate of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Also processes applications for the custody of children. The Surrogate Court also handles contested claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

TEXTBOOKS

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines for use in Ontario from Kindergarten to Grade 13. Produces annotated lists of Canadian curriculum materials for use with above guidelines. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Provides elementary and secondary school broadcasts and related services in cooperation with the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

THEATRE

Theatre, see also Arts, Theatres

416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-6256

CULT & REC, COMMUNITY ARTS DEVELOPMENT BR has programs to encourage excellence in the arts and wider participation in arts activities. Has consultants in theatre, dance, music, visual arts, and crafts. Grants are available to provincial arts service organizations. Provides resource materials for teachers in the arts or arts groups. Contact field offices, main office, or the Ontario Arts Council.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

THEATRES

Theatres, see also Theatre, Arts

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency

in films exhibited in Ontario. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm, 16mm projectors and films. Also examines and licenses projectionists. Approves motion picture advertising and classification.

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

HERAPY

Therapy, see Rehabilitation

ILE DRAINAGE

Tile Drainage, see Drainage.

ILL

Till, see Minerals

IMBER

705-942-1800

NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

705-789-9647

NAT RES, ALGONQUIN FORESTRY AUTHORITY in Huntsville, Ontario is a Crown corporation responsible for harvesting timber in Algonquin Provincial Park and for supplying logs to designated mills. It operates under volume agreement with the Ministry of Natural Resources.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

TITLES

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost, obliterated or not registered. Does not provide for the

creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-3248

CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch, performs statutory functions of Director of Titles: responsible for legal quality of land registration records, drafts amendments to the regulations under the Land Titles Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of Titles Act. Processes applications of title and for conversion of title from the land registry to the land titles system.

416-965-6644

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II (965-6644 and 965-9008, respectively) operate land registry offices throughout Ontario where documents for real property (land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Discharging a mortgage is normally done through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

TOBACCO

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers

and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

TODAY'S CHILD

416-965-0176

COMM SOC, CHILD WELFARE BR finances. inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

TOMATO SEEDLINGS

Tomato Seedlings, see Farm Products.

TOPICAL

416-965-5621

CIV SERV, ADMIN SERVICES BR, COMMUNICATIONS and Publicity Section produces TOPICAL, a semi-monthly paper which is distributed to Ontario civil servants including pensioners. On alternate weeks a second paper, the JOBMART, is published containing information on job openings within the Ontario Public Service. Also handles job advertising in the press for all Ontario government ministries. Produces the annual report of the Commission and Public Service Act and regulations.

TORONTO AREA TRANSIT OPERATING AUTHORITY

416-630-2635

TORONTO AREA TRANSIT OPERATING AUTHORITY (TATOA) was created to design, establish and operate an inter-regional transit system serving Metro Toronto and the regional municipalities of Peel and York. Manages GO Transit, a commuter railway service operated by Canadian National Railways, and a commuter bus service operated by Gray Coach Lines and Trailways of Canada. For information on timetables and fares phone local GO Transit number.

TORONTO-CENTRED REGION

416-965-3243

TE & IA, PARKWAY BELT GROUP manages the activities involved in the Parkway Belt System. The System is a major part of the Toronto-Centred Region Concept that is designed to provide for urban areas physically arranged in two tiers to the west and east of Toronto.

TOURISM

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

416-965-5466

IND & TOUR, COMMUNICATIONS DIV has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with photography, audio-visual, publications, releases, speeches, media liaison and other information services (see also first entry under information service). Operates a library of still and motion pictures to lend to groups interested in tourism. Film catalogues available.

416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario

manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR Management Services Section provides management programs, printing and distribution services (965-5442), mail services (965-4278), purchasing services (965-4311), travel service and general office services (965-4323), and foreign language services (965-1587). Records Services Section (965-1873) provides records and forms control and central filing. Library Services Section (965-3365) has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-4011

IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Policy Committee in the coordination of ministry policy planning. Provides: long range planning for development of industry, trade and tourism in Ontario; Ontario comment to the Federal Government on Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade by the world's trading nations.

416-965-4255

IND & TOUR, TOURISM DEVELOPMENT BR is responsible for the development and upgrading of Ontario's tourism industry by: providing technical advice relating to planning, design, operation and management of tourist facilities (tel. 965-4255); providing information relating to funding (by the Ontario Development Corporations) to new and existing tourist facilities (Tel. 965-4024); evaluating and recommending tourism project proposals from the public for possible funding by the Ontario Development Corporations (Tel. 965-4024).

416-965-4008

IND & TOUR, TOURISM MARKETING BR promotes Ontario travel, conventions and sales meetings in Ontario, in the United

States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, attractions, facilities and tours. Provides up-to-date ski reports and campgrounds vacancy information. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program (OTAP), and advertises Ontario to the consumer travel trade and conventions markets.

416-965-5757

IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local tourism groups and regional travel associations on planning, development and marketing of tourism area facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues licences to tourism establishments and takes complaints about them. Assists with implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

TOURISM RESEARCH

Tourism Research, see Ind & Tour Economic Analysis & Research Br.

TOURS

Tours, see also Travel Information

416-361-0414

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to communities throughout Ontario. Offers an art rental service, art book shop, audio-visual library, art reference library and art classes for children and adults, school tours, public tours and speakers bureau.

416-893-1121

CULT & REC, McMICHAEL CANADIAN COLLECTION is an art gallery in a beautiful setting in Kleinberg, Ontario, which has an

extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

416-429-4100

CULT & REC, ONTARIO SCIENCE CENTRE conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings) and the Ontario Film Archive.

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955

Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

416-965-4008

IND & TOUR, TOURISM MARKETING BR promotes Ontario travel, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, attractions, facilities and tours. Provides up-to-date ski reports and campgrounds vacancy information. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program (OTAP), and advertises Ontario to the consumer travel trade and conventions markets.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides visitors with Ontario travel information and direction to various government offices. Bilingual guides are available. Stewards Branch (965-7651) administers the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clipping service.

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

TOWNSEND COMMUNITY DEVELOPMENT

Townsend, see Housing Project Planning & Evaluation

TOWNSHIPS

Townships, see Municipalities

TOYS

Toys, see Upholstered and Stuffed Articles

TR & COMMUNICATIONS OPERATIONS BR 416-248-3736

TR & COMM, COMMUNICATIONS OPERATIONS BR carries out representations and interventions before the Canadian Radio-Television and Telecommunications Commission on common carrier, cable and broadcast applications; involves provincial comment on Bell Canada, Canadian National or Canadian Pacific rate applications. The Branch does not regulate Bell Canada or CN-CP, but investigates customer complaints regarding their service. Represents Ontario on the federal Cost Telecommunications Inquiry. Telecommunications Systems Engineering (248-3567) assists independent telephone industry in modernization plans, consults and advises the Ontario Telephone Service Commission on technical matters, and generally provides related assistance to the division.

TR & COMMUNICATIONS POLICY BR 416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops provincial government policy in communications field by: maintaining liaison with cable television, broadcast, and common carrier industries; maintaining intergovernmental liaison with other provincial and federal agencies; undertaking research and analysis of telecommunications services; and providing a data bank of information on people served by broadcasting and cable firms, and on television viewing habits (248-3961).

TR & COMM COORD INTERGOVERNMENTAL RELATIONS 416-248-3789

TR & COMM, COORDINATOR INTERGOVERNMENTAL RELATIONS coordinates inter-relationships between Ontario and the other provinces and the federal government in the field of transportation and communications. The federal relationship is conducted partly through the Federal-Provincial Committee on Ontario Region Transportation (FPCORT).

TR & COMM DESIGN & CONSTRUCTION BR 416-248-3661

TR & COMM, DESIGN & CONSTRUCTION BR develops policy to administer provincial roads and highways construction program. Reviews, updates and develops new design policies, procedures, specifications, standards and technology for use by the regional designers, and monitors and analyzes their application. Supplies special engineering design services

and detailed design of electrical facilities for ministry projects. Reviews contract documents, prepares them for advertising; processes contract awards and monitors contract payments. Monitors regional offices to ensure that policies and procedures for administering construction contracts are met.

TR & COMM DRIVER CONTROL OFFICE

416-965-1578

TR & COMM, DRIVER CONTROL OFFICE ensures that Ontario drivers are competent to operate vehicles; keeps records to identify problem drivers. Runs demerit point system; issues warnings; conducts interviews, re-examinations, and suspends and reinstates licences as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re suspensions under the Motor Vehicle Accident Claims Act, call CCR Motor Vehicle Accident Claims, Tel. 965-6701. For fines non-payment, call Defaulted Fines Control Centre under the Ministry of the Attorney General, Tel. 965-3711.

TR & COMM DRIVER LICENSING OFFICE

416-965-7143

TR & COMM, DRIVER LICENSING OFFICE issues an appropriate drivers licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on collisions. For driver examination contact regional or district offices.

TR & COMM DRIVERS & VEHICLES REGIONAL OPERATIONS 416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices in Ontario, serves the public by administering programs for the examination of drivers and for the safety and mechanical fitness inspection of vehicles. Driver licensing involves examination of applicants for operator's licences, chauffeur's licences, motorcycle licences, and for authority to drive a school bus. Issues annual, project, single trip and farm permits. Contact regional or district offices. In Metro Toronto, call Central Region, 248-7163.

TR & COMM ECONOMIC POLICY OFFICE

416-248-3634

TR & COMM, ECONOMIC POLICY OFFICE develops economic policies for the transportation sector. Assists small business with shipping problems. Divided into three sections: Modal Studies (248-3744); Forecasting and Market Studies (248-3756); and Transportation Pricing (248-3634).

TR & COMM ENGINEERING & MANAGEMENT SYSTEMS

416-248-3977

TR & COMM, ENGINEERING & MANAGEMENT SYSTEMS BR is involved with computer systems development for Ministry applications.

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Systems specialists also develop non-mechanized systems for management and regulatory applications. Computer Production Services provide production technical control, graphic production and data conversion services, and time sharing.

TR & COMM ENGINEERING CLAIMS OFFICE

416-248-3611

TR & COMM, ENGINEERING CLAIMS OFFICE assesses claims for additional costs submitted by contractors awarded ministry engineering contracts including all phases of highway construction and maintenance, construction of bridges and tunnels and associated work.

TR & COMM ENGINEERING MATERIALS OFFICE

416-248-3580

TR & COMM, ENGINEERING MATERIALS OFFICE, Materials & Laboratory Services Section (248-3684) provides laboratory testing, technical evaluation and approval services related to soils, aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of highways and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out and records foundation investigations for structures. Hydrology Section (248-3723) provides a specialized engineering service in all hydrologic and hydraulic matters concerning the planning, design, construction and maintenance of provincial highways and structures. Pavement Design and Management Section (248-3255) provides pavement design guidelines and assesses the field performance of aggregates used in pavements and structures.

TR & COMM ENGINEERING RESEARCH & DEVELOPMENT BR

416-248-3355

TR & COMM, ENGINEERING RESEARCH & DEVELOPMENT BR undertakes technical and scientific research on pavements, structures, materials, earth and environment technology resources and value engineering as related to transportation facilities. Research reports are published. The branch's Metric Office coordinates the ministry's metrication program.

TR & COMM ESTIMATING OFFICE

416-248-3401

TR & COMM, ESTIMATING OFFICE provides senior Ministry Officials with a fair contract price for highway construction and other related works. Can provide an economic analysis of highway construction costs and bidding trends.

TR & COMM EXTERNAL RELATIONS DIVISION

416-248-3381

TR & COMM, EXTERNAL RELATIONS DIVISION provides legal services for the ministry through the Office of Legal Services (248-3617). The Division Support & Claims Branch (248-3127) handles insurance claims against the Crown for

injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles; processes claims for personal injury involving government employees where a third party is involved and the employee has accepted Workmen's Compensation.

TR & COMM FINANCIAL BR

416-248-3465

TR & COMM, FINANCIAL BR supplies the ministry with financial management services. For a description of functions, refer to the first entries under financial management and accounting.

TR & COMM FINANCIAL MANAGEMENT SERVICES

416-248-3751

TR & COMM, FINANCIAL MANAGEMENT SERVICES provides financial perspectives of new policies and programs to senior management so they can balance these financial perspectives against the policy and technical perspectives. Organized into three offices: Financial Analysis and Assessment Office, Forecasting Office, and Budgetary Review Office.

TR & COMM HIGHWAY CARRIER LICENSING OFFICE

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING OFFICE issues licences to public vehicles (PV), e.g. every bus, and to public commercial vehicles (PCV), e.g. trucks and truck tractors, operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

TR & COMM INTERNAL AUDIT BR

416-248-3366

TR & COMM, INTERNAL AUDIT BR performs the audit functions for the Ministry as described in the first entry under audit. In addition, the branch analyzes Ministry claims negotiations and advises on settlements. The Branch audits Ministry electronic data processing systems; audits design drawings and tender documents prior to awarding of contracts; audits payment records on Ministry and Ministry-subsidized contracts. Also audits contractors and suppliers records; and audits municipal records to ensure that subsidies are spent as approved.

TR & COMM MAINTENANCE BR

416-248-3665

TR & COMM, MAINTENANCE BR develops and implements standards, policies and procedures for maintenance of roads and highways, including landscape, structures and electrical devices on highway rights-of-way. Monitors maintenance

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operations to ensure compliance with standards. Prepares and controls annual maintenance budget, including day labour construction. Prepares landscape design. Prepares policy and administers permits for signs and buildings on highway rights-of-way. Manages fleet of vehicles and equipment for the Ministry, and guides garage personnel on fleet management.

TR & COMM MAINTENANCE BR TRAFFIC ENGINEERING 416-248-3781

TR & COMM, MAINTENANCE BR, TRAFFIC ENGINEERING Office develops and implements policies, standards and procedures for traffic control devices such as signs in highways, signals, illumination, speed zoning, etc. Develops improvements in traffic control techniques and devices and assists in municipal traffic studies and improvements. Provides traffic data collection service for other branches of the ministry. Conducts Freeway Surveillance Program. Contact regional of district offices.

TR & COMM MANAGEMENT IMPROVEMENT BR 416-248-7103

TR & COMM, MANAGEMENT IMPROVEMENT BR reviews, recommends and implements changes for increased efficiency and effectiveness of ministry management, structural organization, and management systems, procedures and practices. Carries out management studies and provides an internal management consultant service.

TR & COMM MANAGEMENT INFORMATION & TESTING 416-248-3965

TR & COMM, MANAGEMENT INFORMATION & TESTING SYSTEMS OFFICE provides: testing facilities for full-scale research on vehicles and transportation equipment; instrumentation design, construction and application assistance on all testing needs. Performs data processing for the division, and maintains data information and knowledge base for research reports on transportation. Edits and publishes technical information including associated art work. Manages heavy equipment and management systems for the division and research and development pilot projects for the ministry.

TR & COMM MUNICIPAL-PROVINCIAL TRANSPORTATION BR 416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry

requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

TR & COMM ONT HIGHWAY TRANSPORT BOARD 416-965-1845

TR & COMM, ONT HIGHWAY TRANSPORT BOARD, an administrative tribunal, serves the people of Ontario by certifying to the Minister of Transportation & Communications the public necessity and convenience of highway transport services, resulting in the issuance of licences for the carriage of goods and/or passengers for compensation.

TR & COMM ONT TELEPHONE SERVICE COMMISSION 416-248-3831

TR & COMM, ONT TELEPHONE SERVICE COMMISSION is responsible for regulating the providers of telephone services under provincial jurisdiction, under the Telephone Act. There are 39 telephone systems under the jurisdiction of the Ontario Telephone Service Commission. Bell Canada is not under this jurisdiction; it reports to the Canadian Radio-Television Telecommunications Commission (CRTC).

TR & COMM OPERATIONS REGIONAL OPERATIONS 416-248-3238

TR & COMM, OPERATIONS, REGIONAL OPERATIONS operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to municipalities and regional governments for their road maintenance and construction programs. Controls highway rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of advertising signs. Contact regional or district office.

TR & COMM PERSONNEL BR 416-248-3643

TR & COMM, PERSONNEL BR performs the personnel functions for the Ministry of Transportation & Communications. For a description of branch activities, see first entry under personnel.

TR & COMM PRIORITY DEVELOPMENT BR 416-248-3551

TR & COMM, PRIORITY DEVELOPMENT BR assesses provincial road requirements and develops construction program to meet these requirements.

TR & COMM PROGRAM DEVELOPMENT BR 416-248-3548

TR & COMM, PROGRAM DEVELOPMENT BR determines regulatory program needs of drivers and private and commercial vehicles by conducting an annual evaluation of their performance; develops new programs and strategies to meet Ontario's

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social, economic, environmental and technological needs; establishes standards for drivers and vehicles; develops and modifies procedures for standards enforcement; prepares drafts for proposed legislation and regulations.

TR & COMM PROPERTY BR

416-248-3213

TR & COMM, PROPERTY BR is responsible for policies and procedures pertaining to the appraisal and acquisition of property required for Ministry programs. This includes expropriation and land management. Contact regional offices. In Metro Toronto, call Central Region, 248-3455.

TR & COMM PUBLIC & SAFETY INFORMATION BR

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials, and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & Comm regional or district offices.

TR & COMM STRATEGIC POLICY SECRETARIAT

416-248-7121

TR & COMM, STRATEGIC POLICY SECRETARIAT is an internal secretariat working directly for the Minister or Deputy Minister. Manages ministry's strategic policy development and planning process. Assesses external factors affecting present or future ministry strategy and prepares special strategic policy studies. Handles inquiries about the Strategic Policy Committee.

TR & COMM STRUCTURAL OFFICE

416-248-3492

TR & COMM, STRUCTURAL OFFICE, Highway Engineering Div design bridges and retaining walls on highways and prepares plans and contract documents for their construction. Reviews proposed designs of municipal bridges and culverts and inspects them to determine safe loads, maintenance needs and structure life. Recommends enactment of municipal load limit bylaws. Generates and maintains structural standards, structural manuals and handbooks and design aids.

TR & COMM SUPPLY AND SERVICES BR

416-248-3178

TR & COMM, SUPPLY AND SERVICES BR provides the Ministry with a variety of services. Tenders Office (248-3651) advertises

TR & COMM SYSTEMS RESEARCH COMMERCIAL VEHICLES - 705

and supplies information on construction and supply contracts and conducts public tender openings. Purchasing & Supply Office (248-3361) purchases and disposes of all motor vehicles used by the Ontario government; purchases construction, maintenance and operating supplies and equipment. General Services Office (248-3853) operates a government garage service, instrument repair service; controls movable assets. Special Services Office (248-3364) provides administrative services, including accommodation design and control, office furnishings; establishes sites for and inspects freeway service centres; and provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) maintains a reference library on ministry programs; prepares manuals, publications, maps and photographs for ministry and public distribution; performs records management function. Graphic Services Office (248-3557) provides art, display, reproduction facilities.

TR & COMM SURVEYS AND PLANS OFFICE

416-248-3248

TR & COMM, SURVEYS AND PLANS OFFICE, Highway Engineering Div provides the ministry with: aerial and ground surveys relative to remote sensing, computer graphics, photogrammetric plans, cartographic maps, legal survey plans and documents. Maps are also available to the public. Contact regional or district offices.

TR & COMM SYSTEMS RESEARCH ACOUSTICS

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Acoustics Research Program studies noise from highways and other transportation to: reduce excessive noise, understand its effects and develop standards for control. Develops noise barriers; studies noise of pavement surfaces and traffic noise, and assesses impact of trains.

TR & COMM SYSTEMS RESEARCH AUTOMOTIVE

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Automotive Vehicle Energy Management Program studies use of fuel by road vehicles to support fuel conservation legislation and direct the energy management program. Examines, tests and implements fuel conservation measures. Studies alternative fuels, especially methanol.

TR & COMM SYSTEMS RESEARCH COMMERCIAL VEHICLES

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies: vehicle stability, braking and handling including effects of mechanical and structural condition, as related to operational performance and safety; impact of new vehicle standards and provincial highway regulations on safety;

706 - TR & COMM SYSTEMS RESEARCH HIGHWAY WAYSIDE

driver characteristics and commercial vehicle accidents data and statistics.

TR & COMM SYSTEMS RESEARCH HIGHWAY WAYSIDE 416-248-3488

TR & COMM, SYSTEMS RESEARCH DEVELOPMENT BR, through the Highway Wayside Equipment Research Program develops traffic barriers to protect maintenance personnel on highways from hazard of impacting vehicles. Develops illumination design systems including advance fog warning systems, guide rails and barriers. Monitors highway lighting performance, and develops means of saving energy in city street lighting.

TR & COMM SYSTEMS RESEARCH HUMAN SOCIAL ECONOMIC 416-248-3938

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics; i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying ride attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving; i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highway lighting design, implication of energy future, etc.

TR & COMM SYSTEMS RESEARCH TRANSIT SYSTEMS 416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transit Systems Program conducts research in transit (wheel rail) technology including the stability and curving of rail vehicles; design for elevated light rail transit and highway bridges; electrical motor performance and battery powered electric vehicles; alternate transit systems such as car pooling, and dial-a-bus studies; and transit systems reliability to aid in planning.

TR & COMM SYSTEMS RESEARCH TRANSPORTATION SYSTEMS 416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transportation Systems Management & Control Program applies transportation systems management to promote more efficient use of existing transportation resources in moving people and goods. Projects include computerized freeway surveillance and control of the Queen Elizabeth Way, conceptual design of computerized area traffic control system for small cities. Maintains a library of traffic flow computer programs and

control systems.

TR & COMM URBAN & REGIONAL PLANNING OFFICE 416-248-3727
TR & COMM, URBAN & REGIONAL PLANNING OFFICE provides ministry and government officials with long range travel forecasts and evaluations, transportation plans, development strategies, policies and programs. Administers financial assistance to municipalities for transportation planning studies.

TR & COMM VEHICLE LICENSING OFFICE 416-965-1226
TR & COMM, VEHICLE LICENSING OFFICE registers motor vehicles, trailers and snowmobiles. Issues licences to all premises used for selling, repairing or dismantling motor vehicles, e.g. garages, vehicle dealers, etc. Contact local Motor Vehicle Licensing Office. Requests for information on ownership of a specific vehicle should be made in writing to: Ministry of Transportation and Communications, Macdonald Block, Queen's Park, Toronto, enclosing \$3.00 fee.

TRADE

416-965-5715

IND & TOUR, INDUSTRY & TRADE DEV BR assists business to develop trade leads and sales outlets outside Ontario. Investigates marketing problems, screens potential licensees or joint ventures partners. Organizes trade, technology and Business Opportunity Missions and international trade fairs. Assists and counsels companies from outside Ontario seeking manufacturing, industry investment opportunities in Ontario. The branch is divided into four geographical areas: North America (965-3563); Europe (965-5715); the U.K. (965-5715) or contact Ontario House at Charles 11 St., London SW1 4QS, England); and Special Areas (965-5715) which deals with the remaining areas and also manages and coordinates the activities of the ministry's offices in Toyko and Mexico City.

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR Management Services Section provides management programs, printing and distribution services (965-5442), mail services (965-4278), purchasing services (965-4311), travel service and general office services (965-4323), and foreign language services (965-1587). Records Services Section (965-1873) provides records and forms control and central filing. Library Services Section (965-3365) has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-4011

IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Policy Committee in the coordination of ministry policy planning. Provides: long range planning for development of industry, trade and tourism in Ontario; Ontario comment to the Federal Government on Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade by the world's trading nations.

416-965-4008

IND & TOUR, TOURISM MARKETING BR promotes Ontario travel, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, attractions, facilities and tours. Provides up-to-date ski reports and campgrounds vacancy information. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program (OTAP), and advertises Ontario to the consumer travel trade and conventions markets.

416-965-2999

TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and anti-inflation programs.

TRADE CERTIFICATION

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

TRADE SCHOOLS

Trade Schools, see Private Vocational Schools

TRADE UNIONS

Trade Unions, see Unions

TRAFFIC

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-7523

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, METRO TORONTO deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Court offices (965-7515). For inquiries re: payment of fines following conviction, and drivers licence licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the Court's branches or to the Bail Office at 965-7522. Civil marriages ceremonies are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-965-3975

ATT GEN, SYSTEMS DEVELOPMENT BR, Programs and Administrative Division, provides the Ministry with a resource of personnel skilled in various management techniques. Provides analysis and design of systems, applying some of these to computer operations, to realize adequate and less costly administration of justice. One such system is the County of York Court Loading and Operation System (CYCLOPS II) which is a loading and scheduling system for minor traffic courts in this Judicial District, combined with complete administrative control over the Summons Office and the Court Offices. Sub-functions of this program include the North York traffic tribunal system and the driver licence suspension system.

The Branch provides flowcharts of the activities of the courts; namely, the civil process, criminal proceedings and family court functions. These charts are used in the Bar admission course and by universities, colleges and high schools.

416-965-5444

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes collisions of vehicles to determine how to make highways safer.

416-248-3781

TR & COMM, MAINTENANCE BR, TRAFFIC ENGINEERING Office develops and implements policies, standards and procedures for traffic control devices such as signs in highways, signals, illumination, speed zoning, etc. Develops improvements in traffic control techniques and devices and assists in municipal traffic studies and improvements. Provides traffic data collection service for other branches of the ministry. Conducts Freeway Surveillance Program. Contact regional of district offices.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Acoustics Research Program studies noise from highways and other transportation to: reduce excessive noise, understand its effects and develop standards for control. Develops noise barriers; studies noise of pavement surfaces and traffic noise, and assesses impact of trains.

416-248-3938

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics; i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying ride attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving; i.e., traffic accident cost investigations, cost effectiveness of road treatments, economic models for highway lighting design, implication of energy future, etc.

416-248-7141

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TRAILERS

416-965-1226

TR & COMM, VEHICLE LICENSING OFFICE registers motor vehicles, trailers and snowmobiles. Issues licences to all premises used for selling, repairing or dismantling motor vehicles, e.g. garages, vehicle dealers, etc. Contact local Motor Vehicle Licensing Office. Requests for information on ownership of a specific vehicle should be made in writing to: Ministry of Transportation and Communications, Macdonald Block, Queen's Park, Toronto, enclosing \$3.00 fee.

TRAILS

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general park information, contact 965-3081 and during the summer months from 8:00 a.m. to midnight, 967-0427.

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup

bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

TRAINING

Training, see Industrial Training, Institutional Training, Manpower, Rehabilitation.

TRAINING SCHOOLS

Training Schools, see also Correctional Institutions

416-965-7683

COMM SOC, CHILDREN'S SERVICES DIV, operational in July, 1977 integrates programs to meet needs of Ontario children & youth. Programs from other ministries will be moved to this division. From Health: Children's Mental Health Services Br, Children's Mental Health Centres Act facilities/programs, Regional Children's Centres, children's units in psychiatric hospitals, family court clinics; from Correctional Services: Juvenile Div (training schools, group homes, foster homes, special rates homes, probation & after care); from Attorney General: Observation & Detention Centres, contract homes, psychiatric clinic in Toronto. In this ministry: Child Welfare Br, facilities/programs under these Acts: Child Welfare, Children's Institutions, Children's Boarding Homes, Charitable Institutions (children); child abuse, mental retardation services for children, Day Nurseries Br, programs/facilities under Day Nurseries Act.

416-965-8392

CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the needs of inmates in training schools and adult training centres across the province. Develops curricula and provides teachers with professional supervision.

416-965-7056

CORR SERV, INSPECTION AND INVESTIGATION BR regularly inspects provincial correctional institutions and training schools housing juvenile and adult offenders to ensure their safety, security and well being. Also conducts internal investigations when requested by the ministry.

416-965-1487

CORR SERV, JUVENILE DIVISION provides three types of services to children between the ages of 7 and 17 years: probation and

after-care, training schools and group homes. As an alternative to training schools, group homes provide juveniles with an opportunity for growth in the community. Group homes are on contract with the ministry. Community resources and training schools are used for reassessments. Regional coordinators work with homes, providing general support and liaison with other ministry branches and agencies. Province-wide probation and after-care regional offices work with juveniles and their families. See also Corr Serv Delinquency Prevention & Native Programs, another activity of this division.

416-965-5975

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for correctional institutions, training schools and other correctional facilities. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for research in the corrections field.

416-965-5263

CORR SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, correctional institutions, forestry camps and training schools. Office Services Section (phone: 965-2071) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under administrative services for further description of this function.

416-965-6424

CORR SERV, VOLUNTEER PROGRAMS BR coordinates the recruiting, screening, training and supervision of volunteers who are involved in both the adult and juvenile rehabilitation programs of the ministry. Volunteers are active in adult institutions, detention centres, jails, juvenile training schools and with both adult and juvenile probationers, parolees and wards of the ministry. There are opportunities for volunteer participation in most areas of the province.

TRANSCRIPTS

416-965-2611

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611), accounting (965-2612), and audit (965-5833), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program

discontinued in 1964. Also collects fees for summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

416-965-2609

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of elementary & secondary school teaching certificates (965-2600); evaluation of teaching qualifications (965-6126); evaluation of academic qualifications, including those of Ontario landed immigrants (965-1357); admission of teachers to Ministry summer courses (965-4487); secondary school diplomas, scholarships (965-7291); secondary school bursaries (965-6126); transcripts of student records (965-5384); transcripts of teacher training courses (965-2600); and inspection of private schools (965-6802). The Branch evaluates foreign education documents at the elementary and secondary school levels for employment and study purposes.

TRANSIT

416-630-2635

TORONTO AREA TRANSIT OPERATING AUTHORITY (TATOA) was created to design, establish and operate an inter-regional transit system serving Metro Toronto and the regional municipalities of Peel and York. Manages GO Transit, a commuter railway service operated by Canadian National Railways, and a commuter bus service operated by Gray Coach Lines and Trailways of Canada. For information on timetables and fares phone local GO Transit number.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the

Transit Systems Program conducts research in transit (wheel & rail) technology including the stability and curving of rail vehicles; design for elevated light rail transit and highway bridges; electrical motor performance and battery powered electric vehicles; alternate transit systems such as car pooling, and dial-a-bus studies; and transit systems reliability to aid in planning.

TRANSLATION

416-965-2891

CULT & REC, TRANSLATION BUREAU provides translation services for government ministries and special purpose bodies on a charge-back basis. Also provides a free service for landed immigrants who need official documents translated into English in order to find work or pursue their training in Ontario.

TRANSPLANTS

Transplants, see Sol Gen, Chief Coroner's Office.

TRANSPORTATION

416-965-5454

TE & IA, ECONOMIC ANALYSIS BR monitors economic and social developments in Ontario, Canada and elsewhere. Provides provincial government with consultative services on short-term consequences for Ontario of proposals from government and the public. Studies include natural resources, transportation, energy and labour aspects.

416-248-3634

TR & COMM, ECONOMIC POLICY OFFICE develops economic policies for the transportation sector. Assists small business with shipping problems. Divided into three sections: Modal Studies (248-3744); Forecasting and Market Studies (248-3756); and Transportation Pricing (248-3634).

416-248-3355

TR & COMM, ENGINEERING RESEARCH & DEVELOPMENT BR undertakes technical and scientific research on pavements, structures, materials, earth and environment technology resources and value engineering as related to transportation facilities. Research reports are published. The branch's Metric Office coordinates the ministry's metrication program.

416-248-3621

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416-248-3727

TR & COMM, URBAN & REGIONAL PLANNING OFFICE provides ministry and government officials with long range travel forecasts and evaluations, transportation plans, development strategies, policies and programs. Administers financial assistance to municipalities for transportation planning studies.

TRANSPORTATION & COMMUNICATIONS

Transportation & Communications, Ministry of, see TR & COMM
Branch Name

TRANSPORTATION RESEARCH

Transportation and related research, see TR & COMM Systems
Research & Development Br Section Name.

TRAPPING

Trapping, see Fur

TRAVEL

Travel, see also Travel Information

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramid schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private

bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramid Sales Act (pyramid schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconscionable consumer representations & provides redress procedures for consumers.

416-965-1318

CCR, TRAVEL INDUSTRY ACT, to protect the financial interests of Ontario travellers, and to ensure ethical conduct and good travel service, requires the registration of travel agents and travel wholesalers. Complaints are investigated. Contact Queen's Park or regional offices.

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR Management Services Section provides management programs, printing and distribution services (965-5442), mail services (965-4278), purchasing services (965-4311), travel service and general office services (965-4323), and foreign language services (965-1587). Records Services Section (965-1873) provides records and forms control and central filing. Library Services Section (965-3365) has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-4008

IND & TOUR, TOURISM MARKETING BR promotes Ontario travel, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying

information and publications on events, attractions, facilities and tours. Provides up-to-date ski reports and campgrounds vacancy information. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program (OTAP), and advertises Ontario to the consumer travel trade and conventions markets.

416-965-5757

IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local tourism groups and regional travel associations on planning, development and marketing of tourism area facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues licences to tourism establishments and takes complaints about them. Assists with implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides visitors with Ontario travel information and direction to various government offices. Bilingual guides are available. Stewards Branch (965-7651) administers the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clipping service.

RAVEL INFORMATION

416-965-4008

IND & TOUR, TOURISM MARKETING BR promotes Ontario travel, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, attractions, facilities and tours. Provides up-to-date ski reports and campgrounds vacancy information. In Toronto call or visit

the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program (OTAP), and advertises Ontario to the consumer travel trade and conventions markets.

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TREASURY ECONOMICS & INTERGOVT AFFAIRS

Treasury, Economics & Intergovernmental Affairs, Ministry of...
see TE & IA Branch Name.

TREES

Trees, see Nat Res Forest Management Br, also Ag & Food Farm Products Inspection Br.

TRUCK

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING OFFICE issues licences to public vehicles (PV), e.g. every bus, and to public commercial vehicles (PCV), e.g. trucks and truck tractors, operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of an trucking company they may wish to have ship their goods. Contact regional office.

TRUST COMPANIES

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies.

Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

TRUSTEE

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

TUBERCULOSIS

416-965-2528

HEALTH, CLINIC SERVICES BR Chest Disease Service (965-2301) provides diagnostic services and ambulatory treatment for tuberculosis and other respiratory diseases through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

TURTLE

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

TVONTARIO

416-484-2600

CULT & REC, O E C A. The Ontario Educational Communications Authority produces and distributes television programs of an educational nature through its TVOntario Broadcast Network: Channel 19, Toronto; 24, Ottawa; 28, Kitchener; 18, London; 59, Chatham; 32, Windsor; through the local cable systems in Sudbury, North Bay, Sturgeon Falls, New Liskeard, Iroquois Falls, Timmins, Cochrane and Thunder Bay; and through five-hour per day packages on nine other cable systems. The Ontario Educational Communications Authority also has a video tape distribution system that allows presentation of educational television programs in schools and to the general public. Produces VIPS (video and audio tapes) catalogues listing all programs available through the OECA.

UNBORN

416-965-1865

ATT GEN, OFFICIAL GUARDIAN represents the civil rights of persons under a legal disability usually under 18 years of age, or mentally incompetent, as well as unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases. The Official Guardian's jurisdiction is province-wide.

UNCONDITIONAL GRANTS

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grant structure, including deconditionalizing of various specific grants. Develops budget options for assistance to local government and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for unconditional grants. Administers all unconditional grants, valued at over \$400 million in 1977. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-1671

TE & IA, MUNICIPAL FINANCE BR maintains a municipal financial data system; produces financial analyses based on mun. financial statements; maintains: summary of mill rates, register of prov'l. grants to local sector & monitors its fiscal capacity. Advises on local sector debt. Studies property taxation to develop new system. Advises

regional/restructured gov'ts. on financial policy; manages Special Assistance part of unconditional grants. Administers Ont. Mun. Improvement Corp. (OMIC), Ont. Educ. Capital Aid Corp. (OECAC), Ont. Univ. Capital Aid Corp. (OUCAC). Contact: Loc. Gov't. Financial Analysis, 965-2417; Loc. Gov't. Tax Reform 965-2194; Restructured Municipalities Finance, 965-1074; Mun. Borrowings, 965-2451; Finance Legislation, 965-0577.

UNEMPLOYMENT

Unemployment, see Labour Research

UNIONS

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

UNITED WAY

416-965-6489

CIV SERV, ADMIN SERVICES BR, COMMUNITY Liaison Section assists local community funds such as the United Way, the Canadian Cancer Society, etc. by organizing the voluntary contributions of Ontario government employees. Establishes blood donor clinics in the Toronto area.

UNIVERSITIES

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining,

apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

416-965-2150

COLL UNIV, INSTITUTIONAL ACCOUNTING and Architectural Services Br administers all transfer payment programs to universities and Colleges of Applied Arts and Technology (CAAT) and related institutions for operating and capital purposes. Prepares claims on federal-provincial cost sharing programs. Maintains an overview of the physical facilities of universities and colleges, and provides architectural advice to the ministry. To refer specific inquiries, phone 965-5237 for transfer payments (operating); 965-5238 for capital funds; 965-5239 for shared cost programs; 965-6563 for architectural services.

416-965-5233

COLL UNIV, ONTARIO COUNCIL ON UNIVERSITY AFFAIRS (OCUA) is advisory body to the Minister of Colleges and Universities and to the Lieutenant Governor in Council on matters concerning the 15 provincially-assisted universities, Ryerson Polytechnical Institute, the Ontario Institute for Studies in Education, the Ontario College of Art, and the Bar Admission Course (Law Society Of Upper Canada). For general information re universities, contact Coll Univ Information Resources Branch, Toronto, 965-6134.

416-965-3870

COLL UNIV, UNIVERSITY AFFAIRS DIV is responsible for administering the provincial grants to Ontario universities. In this regard the division develops and analyzes policy proposals with reference to university operations and their funding, implements policy decisions and maintains ministry-advisory council relations and university-governmen relations in general. Answers inquiries about admissions policy and manpower planning.

UNORGANIZED TERRITORIES

416-965-1170

HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct public health services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides public health inspection service to industrial camps in these areas. Contact regional office. See also other sections in

Health Community Health Protection Br described separately.

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which will provide financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants.

416-965-3707

NORAFFAIRS. The Ministry of Northern Affairs was established to coordinate Government of Ontario services in Northern Ontario, to promote projects and programs in that area and to give people of the North a greater say in government. The Ministry is responsible for: community and regional development including townsite planning, infrastructure, local development; highway construction north of the French River; the Isolated Communities Assistance Fund for unorganized territories; the resource road access program. The Ministry is now responsible for the Northern Affairs Offices, formerly with Natural Resources and the Ontario Northland Transportation Commission. These offices are described separately in this index. While provincial headquarters are located in Toronto, Ministry services are delivered through the Northwestern Regional Office in Kenora, the Northeastern Regional Office in Sault Ste. Marie and district offices across Northern Ontario (see Appendix). Each Regional Office is headed by an Assistant Deputy Minister.

416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-1774.

UNWED MOTHERS

Unwed Mothers, see also Mothers

416-965-0176

COMM SOC, CHILD WELFARE BR finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

UPHOLSTERED AND STUFFED ARTICLES

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramid schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-2127

CCR, UPHOLSTERED AND STUFFED ARTICLES BR registers renovators and manufacturers of upholstered and stuffed articles;

inspects premises of registrants as well as retailers of these articles. Investigates consumer complaints about stuffed furniture, mattresses, pillows, toys, etc. and tests filling material submitted to the branch. Contact Queen's Park or regional offices.

UPPER CANADA VILLAGE

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

URANIUM

416-965-2493

LABOUR, OCCUPATIONAL HEALTH BR, Occupational Health Service (965-3610) acts as consultant to those responsible for providing in-plant health care facilities and a healthful working environment for employees. Sets standards and guidelines for chemical substances and physical agents used in the work environment; investigates exposures to toxic chemical agents and harmful physical agents and recommends controls. Environmental Health Studies Service (965-6375) studies the effects of environment and pollution on human health. Health Physics Service (965-8178) directs a program to protect the public from harmful effects of radiation including X-Rays, microwaves and lasers. Handles registration of X-Ray equipment. Monitors areas around nuclear power stations and uranium mines for radioactive pollution.

URBAN RENEWAL

Urban Renewal, see Housing Community Renewal Br A.

URN GARDENS

Urn Gardens, see Cemeteries

USED CAR

Used Car, see Vehicles

VACATION PAY

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards

of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

VACCINE

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis, brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

VEGETABLES

Vegetables, see Farm Products

VEGETATION DAMAGE

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Produces periodic air quality reports. Assesses immediate and long-term effects of air contaminants on vegetation and investigates vegetation damage claims. Conducts studies in

technological developments, industrial trends and pollution problems, including hazardous substances and other emissions. Administers environmental research grants. Contact regional office.

VEHICLE THEFT

416-965-8049

SOL GEN, OPP, AUTO THEFT BR provides assistance to all police forces on investigations of organized vehicle theft rings and the identification of suspect vehicles.

VEHICLES

Vehicles, liens on motor vehicles, see CCR Personal Property Registration Br

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramid schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6701

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) compensates victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act.

416-965-3025

CCR, MOTOR VEHICLE DEALERS BR registers dealers and salesmen of new and used motor vehicles. Investigates complaints received in writing concerning transactions relating to the purchase and sale of motor vehicles. Contact Queen's Park or Regional Office.

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air

quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Produces periodic air quality reports. Assesses immediate and long-term effects of air contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous substances and other emissions. Administers environmental research grants. Contact regional office.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge, boating and ice huts. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

416-965-8049

SOL GEN, OPP, AUTO THEFT BR provides assistance to all police forces on investigations of organized vehicle theft rings and the identification of suspect vehicles.

416-965-5444

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes collisions of vehicles to determine how to make highways safer.

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through

five Regional and thirteen District Offices in Ontario, serves the public by administering programs for the examination of drivers and for the safety and mechanical fitness inspection of vehicles. Driver licensing involves examination of applicants for operator's licences, chauffeur's licences, motorcycle licences, and for authority to drive a school bus. Issues annual, project, single trip and farm permits. Contact regional or district offices. In Metro Toronto, call Central Region, 248-7163.

416-248-3381

TR & COMM, EXTERNAL RELATIONS DIVISION provides legal services for the ministry through the Office of Legal Services (248-3617). The Division Support & Claims Branch (248-3127) handles insurance claims against the Crown for injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles; processes claims for personal injury involving government employees where a third party is involved and the employee has accepted Workmen's Compensation.

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING OFFICE issues licences to public vehicles (PV), e.g. every bus, and to public commercial vehicles (PCV), e.g. trucks and truck tractors, operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

416-248-3965

TR & COMM, MANAGEMENT INFORMATION & TESTING SYSTEMS OFFICE provides: testing facilities for full-scale research on vehicles and transportation equipment; instrumentation design, construction and application assistance on all testing needs. Performs data processing for the division, and maintains data information and knowledge base for research reports on transportation. Edits and publishes technical information including associated art work. Manages heavy equipment and management systems for the division and research and development pilot projects for the ministry.

416-248-3548

TR & COMM, PROGRAM DEVELOPMENT BR determines regulatory program needs of drivers and private and commercial vehicles by conducting an annual evaluation of their performance;

develops new programs and strategies to meet Ontario's social, economic, environmental and technological needs; establishes standards for drivers and vehicles; develops and modifies procedures for standards enforcement; prepares drafts for proposed legislation and regulations.

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials, and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & Comm regional or district offices.

416-248-3178

TR & COMM, SUPPLY AND SERVICES BR provides the Ministry with a variety of services. Tenders Office (248-3651) advertises and supplies information on construction and supply contracts and conducts public tender openings. Purchasing & Supply Office (248-3361) purchases and disposes of all motor vehicles used by the Ontario government; purchases construction, maintenance and operating supplies and equipment. General Services Office (248-3853) operates a government garage service, instrument repair service; controls movable assets. Special Services Office (248-3364) provides administrative services, including accommodation design and control, office furnishings; establishes sites for and inspects freeway service centres; and provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) maintains a reference library on ministry programs; prepares manuals, publications, maps and photographs for ministry and public distribution; performs records management function. Graphic Services Office (248-3557) provides art, display, reproduction facilities.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies: vehicle stability, braking and handling including effects of mechanical and structural condition, as related to operational performance and safety; impact of new vehicle

standards and provincial highway regulations on safety; driver characteristics and commercial vehicle accidents data and statistics.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transit Systems Program conducts research in transit (wheel & rail) technology including the stability and curving of rail vehicles; design for elevated light rail transit and highway bridges; electrical motor performance and battery powered electric vehicles; alternate transit systems such as car pooling, and dial-a-bus studies; and transit systems reliability to aid in planning.

416-965-1226

TR & COMM, VEHICLE LICENSING OFFICE registers motor vehicles, trailers and snowmobiles. Issues licences to all premises used for selling, repairing or dismantling motor vehicles, e.g. garages, vehicle dealers, etc. Contact local Motor Vehicle Licensing Office. Requests for information on ownership of a specific vehicle should be made in writing to: Ministry of Transportation and Communications, Macdonald Block, Queen's Park, Toronto, enclosing \$3.00 fee.

VENDORS PERMITS

416-965-5772

REVENUE, RETAIL SALES TAX BR administers the collection of Retail Sales Tax by Ontario vendors. This tax is paid at the time of purchase on certain goods consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning tax exempt items and other aspects of the tax, as well as carrying out periodic audits. Tax under the Race Tracks Tax Act is also collected by the branch. In Metro Toronto, call 487-7161. In other regions, refer to Appendix of this book for local telephone numbers and addresses.

VENEREAL DISEASE

416-965-4058

HEALTH, COMMUNITY HEALTH PROTECTION BR, VD (venereal disease) clinics for the diagnosis and treatment of VD are located throughout the province. Provides advice to physicians re management of VD cases and educates public on all aspects of venereal disease. Contact local Public Health unit. In Metro Toronto call any time Tel. 965-3333. Grants are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

VETERANS

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to \$150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-4891

COMM SOC, SOLDIERS AID COMMISSION provides emergency welfare assistance to eligible war veterans and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

VETERINARY

416-824-4120

AG & FOOD, AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO inquires into research programs on agriculture, veterinary medicine and household science. Stimulates interest in agricultural research as a means of developing efficiency in the production and marketing of agricultural products in Ontario. Research stations are in Guelph, Ontario; laboratories at the University of Guelph. In Toronto, contact 965-6695.

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedure to control diseases of poultry; and the Fur Farms Act,

requiring licences of fur farmers.

416-965-5841

AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues licences and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL Services are the responsibility of the Veterinary Public Health Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis, brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

VICTIMS

416-965-4755

ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD provides compensation to victims who have received physical injury as the result of an unprovoked crime of violence, or to the dependants of an innocent victim of a fatal occurrence. The Criminal Injuries Compensation Board also awards compensation to police and others taking part in law enforcement.

416-965-6701

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) compensates victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act.

VILLAGES

Villages, see municipalities

VISUAL ARTS

Visual Arts, see Ontario Arts Council, Arts

VOCATIONAL REHABILITATION

Vocational Rehabilitation, see Rehabilitation

VOCATIONAL SCHOOLS

Vocational Schools, see Private Vocational Schools

VOCATIONAL TRAINING

Vocational Training, see Rehabilitation

VOLUNTEER

Volunteer, see also Cult & Rec Admin Services Br Resource Centre

416-965-6424

CORR SERV, VOLUNTEER PROGRAMS BR coordinates the recruiting screening, training and supervision of volunteers who are involved in both the adult and juvenile rehabilitation programs of the ministry. Volunteers are active in adult institutions, detention centres, jails, juvenile training schools and with both adult and juvenile probationers, parolees and wards of the ministry. There are opportunities for volunteer participation in most areas of the province.

416-965-3314

CULT & REC, COMMUNITY INFORMATION SERVICES Program provides eligible individual community information centres with funding through grants and advises them on matters such as information management, policy, staffing and volunteer training. Publications are available. Contact field

offices.

416-965-4400

SOL GEN, OPP, AUXILIARY POLICE BR consists of volunteer auxiliary police who report to regular detachments and assist with regular police duties. Apply at local OPP detachment. Requirements to become a member of the OPP auxiliary are exactly the same as those of the regular force.

VOTES AND PROCEEDINGS

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms, and supplies printing and typographic services to Ontario Government ministries and agencies through the graphic arts industry in Ontario. Also provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Duplicating Service (965-2211) provides an in-plant reproduction facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through both the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for the library depository system, cataloguing, inventory control and distribution of Ontario government publications.

416-965-1406

LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly, and is responsible for procedure and the daily publication of the Order Paper and Votes and Proceedings, the official record of the activities of the House. The Clerk's Office will answer questions about the status of legislation before the House, and rules pertaining to Private Bills. Also provides certified copies of parliamentary bills.

AGES

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government

contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, safety, collective bargaining, work conditions, unemployment. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (Phone: 965-6886). Maintains a library containing labour related material (Phone: 965-1641).

WASAGA PARK

WASAGA PARK PROJECT. As part of a broader program of conserving unique natural resources the province has undertaken the development of a major precreational centre at Wasaga Beach. This interministerial project involving Treasury, Economics & Intergovernmental Affairs (TE & IA), Transportation & Communications, Environment and Natural Resources has reached the end of its first 5-year phase and is currently under review by the Cabinet Committee on Resources Development (CCRD) Secretariat. For information write or call: Wasaga Park Project, Min. of TE & IA, Queen's Park, Toronto M7A 1Y7 (965-6945) or CCRD Secretariat, Legislative Bldg., Queen's Park, Toronto M7A 1A2 (965-4826).

WASTE

Waste, see also Pollution

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution in accordance with the Ontario Water Resources Act, 1970, and the Environmental Protection Act, 1971.

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act (e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs.

Evaluates, at planning stage, any activity by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by industry, municipalities and the public.

416-965-2531

ENV, ENVIRONMENTAL ASSESSMENT BOARD holds public hearings on the environmental impact of major development proposals under three statutes: The Ontario Water Resources Act, 1970 (OWRA), The Environmental Protection Act, 1971 (EPA); The Environmental Assessment Act, 1975 (EAA). Following hearings under the OWRA (re. municipalities wishing to establish or extend their sewage works into another municipality or territory) and the EPA (re: approval to establish or extend a waste disposal site), the Board submits recommendations to the ministry. Under the Environmental Assessment Act, 1975, after the assessment and the ministry's review thereof have been made public, any person can require by written notice a hearing by the Board. After hearings are held under the EAA, the Board renders a final decision which can only be varied or rescinded by the Minister with approval of the Lieutenant Governor in Council.

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes, and industrial waste treatment and control with respect to water, air and solids. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections.

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental resource recovery plant for technology research and market development. Provides grants for selected technology demonstration projects.

416-965-3007

ENV, WASTE MANAGEMENT ADVISORY BOARD advises the Minister of the Environment on matters related to the management of waste in Ontario including means of reducing the quantity of waste produced, of assisting in the development of the recovery of resources from the waste stream, and of improving the aesthetic quality of the physical environment.

416-965-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants on fish and other aquatic organisms. Contact regional office.

416-965-4590

ENV, WATER RESOURCES WATER MODELLING Section develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and

ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film production and industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

WASTE DISPOSAL SITES

Waste Disposal Sites, see also Env Regional Operations Division A.

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act

(e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates, at planning stage, any activity by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by industry, municipalities and the public.

WATER

Water, see also Drinking Water

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970, and the Environmental Protection Act, 1971.

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act (e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates, at planning stage, any activity by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a

significant environmental impact. Develops guidelines for waste disposal systems by industry, municipalities and the public.

416-965-6971

ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control emission of pollutants; coordinates and conducts applied research in the areas of water supply, and sewage and wastewater treatment, and provides technical support in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes, and industrial waste treatment and control with respect to water, air and solids. Contact regional office.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge, boating and ice huts. Contact regional office.

416-248-3739

ENV, POLLUTION CONTROL BR RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups; dissemination of technical information and findings; technical assistance to the Planning Sections; applied research studies on pollution; and technical support for, and application of, new technology to the public through regional offices or directly to municipalities and industry.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work

and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers program of grants to regional or restructured municipalities for certain sewage works and water works.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections.

416-965-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants on fish and other aquatic organisms. Contact regional office.

416-965-4590

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Contact regional office.

416-965-6194

ENV, WATER RESOURCES BRANCH HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

416-965-4590

ENV, WATER RESOURCES WATER MODELLING Section develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-248-3196

HEALTH, LABORATORY SERVICES BR has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of disease. The Laboratory Services Branch serves doctors, hospitals, other ministries, and analyzes drinking water for the general public. For drinking

water specimen mailing kits call 248-3171.

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

WATER ACCESS

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general park information, contact 965-3081 and during the summer months from 8:00 a.m. to midnight, 967-0427.

WATER LOTS

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

WATERFOWL

Waterfowl, see also Ornithology, Wildlife

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general park information, contact 965-3081 and during the summer months from 8:00 a.m. to midnight, 967-0427.

WATERSHEDS

416-965-6287

NAT RES, CONSERVATION AUTHORITIES BR assists local conservation authorities with design, planning and operational assistance as well as grants for capital projects. Does studies and reports on watersheds.

WEAPONS

Weapons, see also Firearms

416-965-4485

SOL GEN, OPP, QUARTERMASTER STORES BR is responsible for stocking and distributing all items of uniform, equipment, stationery and office supply needs. Maintains a repository of weapons, seized by police forces, which have been cleared for disposal.

WEED

416-965-1081

AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household & urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

WELCOME HOUSE

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

WELDERS

416-965-4121

CCR, BOILERS AND PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding

procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

WELFARE

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to \$150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services,

Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-4891

COMM SOC, SOLDIERS AID COMMISSION provides emergency welfare assistance to eligible war veterans and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older) who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal Old Age Security (OAS) pensioners automatically get this card, but those over 65 who are not OAS pensioners must apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

WELLS

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other

two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections.

416-965-6194

ENV, WATER RESOURCES BRANCH HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

WILDLIFE

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

705-942-1800

NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under

accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-832-2261

NAT RES, FISH AND WILDLIFE RESEARCH BR near Maple, Ontario, conducts biological and environmental research and provides information on the principles of scientific fish and wildlife management, wildlife diseases and parasites, productivity of lakes and streams, aquatic systems ecology, behaviour of animals, animal pathology. Contact Director, Box 50, Maple.

416-965-4251

NAT RES, WILDLIFE BR manages wildlife resources of the province through management of habitat; reviews and recommends wildlife management practices and policy; recommends and enforces wildlife-related (e.g. hunting) laws and regulations; inventories and manages endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas to provide wildlife-oriented recreation. Reviews land use planning to ensure that wildlife interests are considered. Fur Section (965-3345) coordinates and regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers federal-provincial resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

WILLS

Wills, see also Revenue Succession Duty Br

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises

charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-7314

ATT GEN, SURROGATE COURT issues letters probate of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Also processes applications for the custody of children. The Surrogate Court also handles contested claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

WINE

416-562-4141

AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticulture research to increase production and develop new varieties of fruits, vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-965-4911

CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and wines) for home consumption and to licensed establishments in government stores throughout Ontario. The Liquor Control Board imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply. Consultants are available in many metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers. Age of Majority cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from LCBO stores and brewers retail outlets.

WINTARIO

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries.

For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br, Min. of Health, 15 Overlea Blvd., Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

WOLFORD CHAPEL

416-965-2673

CULT & REC, SIMCOE MEMORIAL FOUNDATION is responsible for the upkeep of Wolford Chapel in Devon, England, where Ontario's first Lieutenant Governor, John Graves Simcoe and his wife are buried. The Foundation is also engaged in projects to make better known Simcoe's life and works in Ontario through the educational system, public celebrations, speakers, awards of medallions and portraits, etc.

WOMEN

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation

planning in new cities, camping, including grants to non-profit camps.

416-965-0564

LABOUR, WOMEN CROWN EMPLOYEES OFFICE acts as an internal consultant to the ministries and Crown agencies in the Ontario government in developing, coordinating and monitoring affirmative action plans to upgrade the status of their women employees. Provides general career information and develops pilot training programs. Each ministry and agency has a Women's Advisor or Coordinator in either the Deputy Minister's office or the Personnel branch. Contact individual ministry Women's Advisors.

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for women and women's groups. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises within government on women's issues; provides labour legislation information through speakers and publications; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate counselling sources. New outreach program is being developed to serve low-income, immigrant and native women.

416-965-6605

LABOUR, WOMEN'S PROGRAMS DIV Office of the Executive Coordinator coordinates policies and programs to improve the status of women in Ontario. The Executive Coordinator is a member of the Ontario Status of Women Council and the Civil Service Commission, ensuring that provincial government programs for women, and access to the government service and the private sector are coordinated. Provides direction to the Women Crown Employees Office serving women in the Ontario Public Service, and to the Women's Bureau, serving those in the private sector. Functions of these offices are described separately.

416-965-5111

ONTARIO STATUS OF WOMEN COUNCIL is an advisory Council consisting of sixteen members, all appointed by the Government. Advises the Ontario Government through the Provincial Secretariat for Social Development, on matters pertaining to the status of women in Ontario. Co-ordinates and monitors the implementation of recommendations contained in the report 'Equal Opportunity for Women in Ontario: A Plan For Action'. Reports annually to the Legislature. Several committees are active in such areas as: education, labour,

health and child care and women with special needs.

WORKING CONDITIONS

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6246), established in 1975, hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union, the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6246) hears appeals re union representatives, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate interests, disputes, e.g. salary rates, benefits, etc.

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

WORKMEN'S COMPENSATION BOARD

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. A claimant who does not agree with a WCB decision may appeal his or her case. In addition, the Board underwrites the educational

programs of nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre (H&RC) is in Downsview (Northwest Toronto). The Board maintains two information offices in Toronto and area offices in eight other Ontario cities. The WCB reports through the Minister of Labour to the Legislature. Contact Head Office or area offices.

WRESTLING

416-965-4173

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional boxing and wrestling and amateur sports in Ontario. Licenses professional boxers and wrestlers.

WRITERS

Writers, see Ontario Arts Council

X-RAY

416-965-4061

HEALTH, INSPECTION BR X-RAY INSPECTION Service administers the regulation respecting X-Ray safety by registering owners of equipment designed to produce X-Rays, approving plans for permanent locations and making safety inspections of such. Provisions of the regulation also apply to the healing arts as well as certain areas in industry and research. Acts as information or referral agency for questions about the use of radioactive material.

416-965-2493

LABOUR, OCCUPATIONAL HEALTH BR, Occupational Health Service (965-3610) acts as consultant to those responsible for providing in-plant health care facilities and a healthful working environment for employees. Sets standards and guidelines for chemical substances and physical agents used in the work environment; investigates exposures to toxic chemical agents and harmful physical agents and recommends controls. Environmental Health Studies Service (965-6375) studies the effects of environment and pollution on human health. Health Physics Service (965-8178) directs a program to protect the public from harmful effects of radiation including X-Rays, microwaves and lasers. Handles registration of X-Ray equipment. Monitors areas around nuclear power stations and uranium mines for radioactive pollution.

YOUNG FARMERS

Young Farmers, see Ag & Food Rural Development Br.

YOUTH

Youth, see also Children, Juveniles, Adolescents, Ag & Food

Rural Development Br.

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS in county or district offices.

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-0176

COMM SOC, CHILD WELFARE BR finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few

homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government programs involving youth, e.g. summer employment for students. They also offer an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel.: 965-0480.

ZONING

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act, and appeals under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which will provide financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants.

416-965-9560

HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning by-laws. Administers land severance applications for Northern Ontario. Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

ZONOSES

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and

animals (zoonoses), such as rabies, salmonellosis, brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

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APPENDIX B

ACRONYM	TITLE	SEE KEY WORD
ACRO	Association of Counties and Regions of Ontario	TE & IA PROVINCIAL-MUNICIPAL AFFAIRS SECRETARIAT
AG & FOOD	Ministry of Agriculture & Food	AG & FOOD & BRANCH NAME
AG REPS	Agricultural Representatives	AG REPS
AHOP-HOME	Assisted Home Ownership Program — Home Ownership Made Easy	AHOP-HOME
AMO	Association of Municipalities of Ontario	TE & IA PROVINCIAL-MUNICIPAL AFFAIRS SECRETARIAT
ARDA	Agricultural Rehabilitation & Development Act	ARDA
ARF	Addiction Research Foundation	ADDICTION RESEARCH FOUNDATION
ATT GEN	Ministry of the Attorney General	ATT GEN & BRANCH NAME
CAAT	Colleges of Applied Arts and Technology	COLLEGES
CADRE	Computer Assisted Dispatch & Records Entry	SOL GEN ONT POLICE COMMISSION TECHNICAL SERVICES
CAIS	Creative Artists in Schools	ONTARIO ARTS COUNCIL
CAS	Children's Aid Societies	CHILDREN'S AID SOCIETIES
CCR	Ministry of Consumer & Commercial Relations	CCR & BRANCH NAME
CISO	Criminal Intelligence Service, Ontario	CRIMINAL INTELLIGENCE
CIV SERV	Civil Service Commission	CIV SERV & BRANCH NAME
COLL UNIV	Ministry of Colleges and Universities	COLL UNIV & BRANCH NAME
COMM SOC	Ministry of Community & Social Services	COMM SOC & BRANCH NAME
CORR SERV	Ministry of Correctional Services	CORR SERV & BRANCH NAME
CPIC	Canadian Police Information Centre	ONTARIO POLICE COMMISSION
CRSP	County Restructuring Studies Program	TE & IA LOCAL GOVERNMENT ORGANIZATION BRANCH
CRTC	Canadian Radio-Television & Telecommunications Commission	TR & COMM ONTARIO TELEPHONE SERVICE COMMISSION
CSL	Canada Student Loan	CANADA STUDENT LOAN

ACRONYM	TITLE	SEE KEY WORD
CULT & REC	Ministry of Culture & Recreation	CULT & REC & BRANCH NAME
CUPE	Canadian Union of Public Employees	CIV SERV PUBLIC SERVICE APPEAL BOARDS
DVA	Department of Veterans Affairs	VETERANS
EDUC	Ministry of Education	EDUCATION & BRANCH NAME
EGP	Employees' Group Insurance Plan	GOVT SERV EMPLOYEE BENEFITS BRANCH
EHC	Extended Health Care	EXTENDED HEALTH CARE
ENERGY	Ministry of Energy	ENERGY & BRANCH NAME
ENV	Ministry of the Environment	ENVIRONMENT & BRANCH NAME
EODC	Eastern Ontario Development Corporation	EASTERN ONTARIO DEVELOPMENT CORPORATION
ESL	English as a Second Language	ENGLISH
FBA	Family Benefits Act	HEALTH ONTARIO DRUG BENEFIT PROGRAM
FCM	Federation of Canadian Municipalities	TE & IA PROVINCIAL-MUNICIPAL AFFAIRS SECRETARIAT
FIRA	Foreign Investment Review Agency	IND & TOUR STRATEGIC PLANNING BRANCH
FRI	Forest Resources Inventory	NAT RES SURVEYS & MAPPING BR A
GAINS-A	Guaranteed Annual Income System, Senior Citizens	REVENUE GUARANTEED ANNUAL INCOME SYSTEM
GAINS-D	Guaranteed Annual Income System, Disabled	COMM SOC PROVINCIAL BENEFITS BRANCH
GOVT SERV	Ministry of Government Services	GOVT SERV & BRANCH NAME
GWA	General Welfare Act	HEALTH ONTARIO DRUG BENEFIT PROGRAM
HEALTH	Ministry of Health	HEALTH & BRANCH NAME
HOME	Home Ownership Made Easy	AHOP-HOME
HOUSING	Ministry of Housing	HOUSING & BRANCH NAME
HRC	Hospital & Rehabilitation Centre	WORKMEN'S COMPENSATION BOARD
HUDAC	Housing and Urban Development Association of Canada	HUDAC NEW HOME WARRANTY PROGRAM
IJC	International Joint Commission	INTERNATIONAL JOINT COMMISSION

ACRONYM	TITLE	SEE KEY WORD
IND & TOUR	Ministry of Industry & Tourism	IND & TOUR & BRANCH NAME
IRMA	Infra Red Milk Analyzer	MILK
LABOUR	Ministry of Labour	LABOUR & BRANCH NAME
LARAA	Legislative Assembly Retirement Allowances Act	LEGISLATIVE ASSEMBLY RETIREMENT
LCBO	Liquor Control Board of Ontario	LIQUOR CONTROL BOARD
LGMP	Local Government Management Program	TE & IA ADVISORY SERVICES BRANCH
LLBO	Liquor Licence Board of Ontario	LIQUOR LICENCE BOARD
LSA	Long-Term Study on Aging	COMM SOC SENIOR CITIZENS BR
LTIP	Long Term Income Protection	LONG TERM INCOME PROTECTION
MHPS	Municipal Housing Policy Statement	HOUSING LAND MARKETING SURVEYS
MHS	Municipal Housing Studies	HOUSING LAND MARKETING SURVEYS
MLC	Municipal Liaison Committee	BR MARKETING
MOD	Manufacturing Opportunity Days	MUNICIPAL LIAISON COMMITTEE
MVAC	Motor Vehicle Accident Claims Fund	IND & TOUR INDUSTRY
NAT RES	Ministry of Natural Resources	BR PRODUCT- MANUFACTURING DEV
NDS	Need and Demand Survey	MOTOR VEHICLE ACCIDENT CLAIMS
NIP	Neighbourhood Improvement Program	NAT RES & BRANCH NAME
NODC	Northern Ontario Development Corporation	HOUSING LAND MARKETING SURVEYS
NOPHS	Northern Ontario Public Health Services	BR MARKETING
NORAFFAIRS	Ministry of Northern Affairs	NEIGHBOURHOOD IMPROVEMENT PROGRAM
OAS	Old Age Security	NORTHERN ONTARIO DEVELOPMENT CORPORATION
OASIS	Ontario Ambulance Services Information System	NORTHERN ONTARIO
		NORAFFAIRS & BRANCH NAME
		HEALTH ONTARIO DRUG BENEFIT PROGRAM
		AMBULANCE

ACRONYM	TITLE	SEE KEY WORD
OCAP	Ontario Career Action Program	ONTARIO CAREER ACTION PROGRAM
OCUA	Ontario Council on University Affairs	ONTARIO COUNCIL ON UNIVERSITY AFFAIRS
ODC	Ontario Development Corporation	ONTARIO DEVELOPMENT CORPORATION
OEC	Ontario Economic Council	ONTARIO ECONOMIC COUNCIL
OECA	Ontario Educational Communications Authority	ONTARIO EDUCATIONAL COMMUNICATIONS AUTHORITY
OECAC	Ontario Education Capital Aid Corporation	TE & IA MUNICIPAL FINANCE BRANCH
OFI	Ontario Film Institute	ONTARIO FILM INSTITUTE
OHAP	Ontario Housing Action Program	ONTARIO HOUSING ACTION PROGRAM
OHC	Ontario Housing Corporation	ONTARIO HOUSING
OHIP	Ontario Health Insurance Plan	ONTARIO HEALTH INSURANCE PLAN
OHRP	Ontario Home Renewal Program	ONTARIO HOME RENEWAL PROGRAM
OLC	Ontario Land Corporation	ONTARIO LAND CORPORATION
OMB	Ontario Municipal Board	ONTARIO MUNICIPAL BOARD
OMC	Ontario Mortgage Corporation	ONTARIO MORTGAGE CORPORATION
OMCC	Ontario Manpower Coordinating Committee	LABOUR ONTARIO MANPOWER COMMITTEE SECRETARIAT
OMIC	Ontario Municipal Improvement Corporation	TE & IA MUNICIPAL FINANCE BRANCH
ONTC	Ontario Northland Transportation Commission	ONTARIO NORTHLAND TRANSPORTATION
OPAIT	Ontario Program for the Advancement of Industrial Technology	IND & TOUR CONSULTATIVE SERVICES BR GRANTS
OPP	Ontario Provincial Police	POLICE
OPPA	Ontario Provincial Police Association	POLICE
OPS	Ontario Public Service	ONTARIO PUBLIC SERVICE
OPSEU	Ontario Public Service Employees Union	ONTARIO PUBLIC SERVICE
OQPC	Ontario Quebec Permanent Commission	ONTARIO QUEBEC PERMANENT COMMISSION

ACRONYM	TITLE	SEE KEY WORD
ORC	Ontario Racing Commission	ONTARIO RACING COMMISSION
ORCOL	Ontario Research Council on Leisure	CULT & REC SPECIAL SERVICES BRANCH
OSAP	Ontario Student Assistance Program	ONTARIO STUDENT ASSISTANCE PROGRAM
OSB	Ontario Special Bursary	ONTARIO SPECIAL BURSARY
OSC	Ontario Securities Commission	ONTARIO SECURITIES COMMISSION
OSDIC	Ontario Shares & Deposit Insurance Corporation	CCR FINANCIAL INSTITUTIONS DIV
OSL	Ontario Student Loan	ONTARIO STUDENT LOAN
OSLC	Ontario Student Leadership Centre	ONTARIO STUDENT LEADERSHIP CENTRE
OSR	Ontario Student Record	ONTARIO STUDENT RECORD
OSTC	Ontario Sports Training Centre	ONTARIO SPORTS TRAINING CENTRE
OTAP	Ontario Travel Association Program	IND & TOUR TOURISM MARKETING BR
OUCAC	Ontario Universities Capital Aid Corporation	TE & IA MUNICIPAL FINANCE BRANCH
PCV	Public Commercial Vehicles	TR & COMM HIGHWAY CARRIER LICENSING OFFICE
PDDP	Product Design & Development Program	IND & TOUR CONSULTATIVE SERVICES BR GRANTS
PEP	Program to Enhance Productivity	IND & TOUR CONSULTATIVE SERVICES BR GRANTS
PEPPI	Program to Encourage Product & Process Innovation	IND & TOUR CONSULTATIVE SERVICES BR GRANTS
PMU	Pregnant Mare Urine Farms	PREGNANT MARE URINE FARMS
PPSR	Personal Property Security Registration	CCR PERSONAL PROPERTY REGISTRATION
PSSA	Public Service Superannuation Act	PUBLIC SERVICE SUPERANNUATION
PSSF	Public Service Superannuation Fund	PUBLIC SERVICE SUPERANNUATION FUND
PV	Public Vehicles	TR & COMM HIGHWAY CARRIER LICENSING OFFICE
RBG	Royal Botanical Gardens	ROYAL BOTANICAL GARDENS

ACRONYM	TITLE	SEE KEY WORD
REVENUE	Ministry of Revenue	REVENUE & BRANCH NAME
RNA	Regional Nursing Assistant	NURSING
ROM	Royal Ontario Museum	ROYAL ONTARIO MUSEUM
ROMA	Rural Ontario Municipal Associations	TE & IA PROVINCIAL-MUNICIPAL AFFAIRS SECRETARIAT
RRAP	Residential Rehabilitation Assistance Program	RESIDENTIAL REHABILITATION ASSISTANCE PROGRAM
SABA	Superannuation Adjustment Benefits Act	SUPERANNUATION
SGIS	Student Guidance Information Service	EDUC STUDENT ACTIVITIES & SPECIAL PROJECTS BR
SOL GEN	Ministry of the Solicitor General	SOL GEN & BRANCH NAME
TATOA	Toronto Area Transit Operating Authority	TORONTO AREA TRANSIT OPERATING AUTHORITY
TE & IA	Ministry of Treasury, Economics & Intergovernmental Affairs	TE & IA & BRANCH NAME
TORPS	Interministerial Tourism & Outdoor Recreation Planning Study	IND & TOUR ECONOMIC ANALYSIS & RESEARCH BR
TR & COMM	Ministry of Transportation & Communications	TR & COMM & BRANCH NAME
VIPS	Video & Audio Tapes	ONTARIO EDUCATIONAL COMMUNICATIONS AUTHORITY
WCB	Workmen's Compensation Board	WORKMEN'S COMPENSATION BOARD

APPENDIX C

MINISTERIAL RESPONSIBILITY FOR ACTS

CHAIRMAN OF THE MANAGEMENT BOARD OF CABINET

- Crown Employees Collective
Bargaining Act, 1972
- Management Board of Cabinet Act,
1971
- Public Service Act
- Superannuation Adjustment
Benefits Act, 1975

MINISTRY OF AGRICULTURE AND FOOD

- Abandoned Orchards Act
- Agricultural Associations Act
- Agricultural Committees Act
- Agricultural Rehabilitation and
Development Act (Ontario)
- Agricultural Representatives Act
- Agricultural Research Institute of
Ontario Act
- Agricultural Societies Act
- Agricultural Tile Drainage Installation
Act, 1972
- Animals for Research Act
- Artificial Insemination of Live Stock
Act
- Beef Cattle Marketing Act
- Bees Act
- Brucellosis Act
- Commodity Board Members Act,
1976
- Co-operative Loans Act
- Crop Insurance Act (Ontario)
- Dead Animal Disposal Act
- Dog Licensing and Live Stock and
Poultry Protection Act
- Drainage Act, 1975
- Edible Oil Products Act
- Farm Income Stabilization Act, 1976
- Farm Products Containers Act
- Farm Products Grades and Sales Act
- Farm Products Marketing Act
- Farm Products Payments Act
- Fruits and Vegetables Produce-for-
Processing Act, 1974
- Fur Farms Act, 1971
- Grain Elevator Storage Act

- Horticultural Societies Act
- Hunter Damage Compensation Act
- Junior Farmer Establishment Act
- Live Stock and Live Stock Products
Act
- Live Stock Branding Act
- Live Stock Community Sales Act
- Live Stock Medicines Act, 1973
- Meat Inspection Act (Ontario)
- Milk Act
- Ministry of Agriculture and Food
Act
- Oleomargarine Act
- Ontario Agricultural Museum Act,
1975
- Ontario Food Terminal Act
- Ontario Producers, Processors,
Distributors and Consumers
Food Council Act
- Plant Diseases Act
- Pounds Act
- Pregnant Mare Urine Farms Act
- Protection of Cattle Act (R.S.O.
1950, c. 294)
- Provincial Auctioneers Act
- Riding Horse Establishments Act,
1972
- Seed Potatoes Act
- Stock Yards Act
- Tile Drainage Act, 1971
- Veterinarians Act
- Warble Fly Control Act
- Weed Control Act
- Wool Marketing Act, 1974

MINISTRY OF THE ATTORNEY GENERAL

- Absconding Debtors Act
- Absentees Act
- Accidental Fires Act
- Accumulations Act
- Administration of Courts Project
Act, 1975 (Self Repealing on
July 31, 1977)
- Administration of Justice Act
- Age of Majority and Accountability
Act, 1971

Ministry of the Attorney General (cont.)

- Aliens' Real Property Act
- Anti-Inflation Agreement Act, 1976
- Arbitrations Act
- Architects Act
- Assessment Review Court Act, 1972
- Assignments and Preferences Act
- Bail Act
- Barristers Act
- Blind Persons' Rights Act, 1976
- Bulk Sales Act
- Business Records Protection Act
- Change of Name Act
- Charitable Gifts Act
- Charities Accounting Act
- Children's Maintenance Act
- Commissioners for taking Affidavits Act
- Compensation for Victims of Crime Act, 1971
- Constitutional Questions Act
- Conveyancing and Law of Property Act
- Costs of Distress Act
- County Court Judges' Criminal Courts Act
- County Courts Act
- County Judges Act
- Creditors' Relief Act
- Crown Administration of Estates Act
- Crown Agency Act
- Crown Attorneys Act
- Crown Witnesses Act
- Defendants' Relief Act
- Deserted Wives' and Children's Maintenance Act
- Devolution of Estates Act
- Disorderly Houses Act
- Dominion Courts Act
- Dower Act
- Escheats Act
- Estreats Act
- Evidence Act
- Execution Act
- Expropriations Act
- Extra-Judicial Services Act
- Factors Act
- Family Law Reform Act, 1975
- Fatal Accidents Act
- Fines and Forfeitures Act
- Fraudulent Conveyances Act
- Fraudulent Debtors Arrest Act
- Frustrated Contracts Act
- Gaming Act
- General Sessions Act
- Habeas Corpus Act
- Hospitals and Charitable Institutions Inquiries Act
- Hotel Registration of Guests Act
- Infants Act
- Innkeepers Act
- Interpretation Act
- Judges' Orders Enforcement Act
- Judicature Act
- Judicial Review Procedure Act, 1971
- Juries Act, 1974
- Justices of the Peace Act
- Landlord and Tenant Act
- Law Society Act
- Legal Aid Act
- Legitimacy Act
- Libel and Slander Act
- Limitations Act
- Lord's Day (Ontario) Act
- Married Women's Property Act
- Master and Servant Act
- Matrimonial Causes Act
- Mechanics' Lien Act
- Mental Incompetency Act
- Mercantile Law Amendment Act
- Ministry of the Attorney General Act
- Minors' Protection Act
- Mortgages Act
- Municipal Conflict of Interest Act, 1972
- Negligence Act
- Notaries Act
- Ontario Law Reform Commission Act
- Ontario Municipal Board Act
- Parents' Maintenance Act
- Partition Act
- Partnerships Act
- Pawnbrokers Act
- Perpetuities Act
- Petty Trespass Act
- Powers of Attorney Act
- Proceedings Against the Crown Act
- Professional Engineers Act
- Property and Civil Rights Act

Ministry of the Attorney General (cont.)

Provincial Courts Act
 Public Accountancy Act
 Public Authorities Protection Act
 Public Halls Act
 Public Inquiries Act, 1971
 Public Institutions Inspection Act, 1974
 Public Officers Act
 Public Officers' Fees Act
 Public Trustee Act
 Quieting Titles Act
 Reciprocal Enforcement of Judgments Act
 Reciprocal Enforcement of Maintenance Orders Act
 Regulations Act
 Religious Institutions Act
 Replevin Act
 Sale of Goods Act
 Seduction Act
 Settled Estates Act
 Sheriffs Act
 Short Forms of Conveyances Act
 Short Forms of Leases Act
 Short Forms of Mortgages Act
 Small Claims Courts Act
 Solicitors Act
 Statute of Frauds
 Statutes Act
 Statutory Powers Procedure Act, 1971
 Summary Convictions Act
 Surrogate Courts Act
 Survivorship Act
 Ticket Speculation Act
 Time Act
 Trustee Act
 Unconscionable Transactions Relief Act
 Unified Family Court Act, 1976
 Variation of Trusts Act
 Vendors and Purchasers Act
 Vexatious Proceedings Act
 Vicious Dogs Act
 Wages Act
 Warehousemen's Lien Act
 Warehouse Receipts Act
 Wills Act

MINISTRY OF COLLEGES AND UNIVERSITIES

Apprenticeship and Tradesmen's Qualification Act
 Brock University Act, 1964
 Carleton University Act, 1952
 Colleges Collective Bargaining Act, 1975
 Lakehead University Act, 1965
 Laurentian University of Sudbury Act, 1960
 McMaster University Act, 1957
 Ministry of Colleges and Universities Act, 1971
 Ontario College of Art Act, 1968-69
 Osgoode Hall Law School Scholarships Act, 1968-69
 Private Vocational Schools Act, 1974
 Ryerson Polytechnical Institute Act, 1962-63
 Sunnybrook Hospital Act, 1966
 Trent University Act, 1962-63
 University Expropriation Powers Act
 University of Guelph Act, 1964
 University of Ottawa Act, 1965
 University of Toronto Act, 1971
 University of Waterloo Act, 1972
 University of Western Ontario Act, 1967
 University of Windsor Act, 1962-63
 Wilfrid Laurier University Act, 1973
 York University Act, 1965

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Blind Persons' Allowances Act (R.S.O. 1960, c. 35)
 Charitable Institutions Act
 Child Welfare Act
 Child Welfare Municipal Payments
 Continuance Act, 1976
 Children's Boarding Homes Act
 Children's Institutions Act
 Day Nurseries Act
 Development Services Act, 1974
 Disabled Persons' Allowances Act (R.S.O. 1960, c. 107)
 District Welfare Administration Boards Act
 Elderly Persons Centres Act
 Family Benefits Act
 General Welfare Assistance Act
 Homemakers and Nurses Services Act

Ministry of Community and Social Services (cont.)

Homes for Retarded Persons Act
 Homes for the Aged and Rest Homes Act
 Indian Welfare Services Act
 Ministry of Community and Social Services Act
 Soldiers' Aid Commission Act (R.S.O. 1960, c. 377)
 Vocational Rehabilitation Services Act
 Welfare Units Act

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

Apportionment Act
 Bailiffs Act
 Bills of Sale Act
 Boilers and Pressure Vessels Act
 Boundaries Act
 Bread Sales Act
 Building Code Act, 1974
 Business Corporations Act
 Business Practices Act, 1974
 Cemeteries Act
 Certification of Titles Act
 Collection Agencies Act
 Condominium Act
 Construction Hoists Act
 Consumer Protection Act
 Consumer Protection Bureau Act
 Consumer Reporting Act, 1973
 Co-operative Corporations Act, 1973
 Corporation Securities Registration Act
 Corporations Act
 Corporations Information Act, 1971
 Credit Unions Act and Caisses Populaires Act, 1976
 Debt Collectors Act
 Deposits Regulation Act
 Egress from Public Buildings Act
 Elevators and Lifts Act
 Energy Act, 1971
 Gasoline Handling Act
 Guarantee Companies Securities Act
 Insurance Act
 Investment Contracts Act
 Land Titles Act

Limited Partnerships Act
 Liquor Control Act, 1975
 Liquor Licence Act, 1975
 Loan and Trust Corporations Act
 Marine Insurance Act
 Marriage Act
 Ministry of Consumer and Commercial Relations Act
 Mortgage Brokers Act
 Mortmain and Charitable Uses Act
 Motor Vehicle Accident Claims Act
 Motor Vehicle Dealers Act
 Ontario Credit Union League Limited Act, 1972
 Ontario Deposit Insurance Corporation Act
 Ontario New Home Warranties Plan Act, 1976
 Ontario Water Resources Act (Part)
 Operating Engineers Act
 Paperback and Periodical Distributors Act, 1971
 Partnerships Registration Act
 Pension Benefits Act
 Personal Property Security Act
 Petroleum Products Price Freeze Act, 1975
 Prearranged Funeral Services Act
 Prepaid Hospital and Medical Services Act
 Pyramidal Sales Act, 1972
 Racing Commission Act
 Real Estate and Business Brokers Act
 Registry Act
 Residential Premises Rent Review Act, 1975 (2nd session)
 Securities Act
 Theatres Act
 Toronto Stock Exchange Act
 Travel Industry Act, 1974
 Unclaimed Articles Act
 Upholstered and Stuffed Articles Act
 Vital Statistics Act
 Wine Content Act, 1976

MINISTRY OF CORRECTIONAL SERVICES

Ministry of Correctional Services Act
 Probation Act
 Training Schools Act

MINISTRY OF CULTURE AND RECREATION

Archives Act
 Art Gallery of Ontario Act
 Arts Council Act
 Athletics Control Act
 Centennial Centre of Science and Technology Act
 Community Recreation Centres Act, 1974
 Historical Parks Act, 1972
 McMichael Canadian Collection Act, 1972
 Ministry of Culture and Recreation Act, 1974
 Ontario Educational Communications Authority Act
 Ontario Heritage Act, 1974
 Ontario Lottery Corporation Act, 1974
 Public Libraries Act
 Royal Botanical Gardens Act, 1941
 Royal Ontario Museum Act
 Simcoe (John Graves) Memorial Foundation Act, 1965

MINISTRY OF EDUCATION

Central Algoma Board of Education and Teachers' Dispute Act, 1976
 Education Act, 1974
 Kirkland Lake Board of Education and Teachers' Dispute Act, 1976
 Lake Superior Board of Education Act, 1976
 Metropolitan Boards of Education and Teachers Disputes Act, 1976
 Ontario Institute for Studies in Education Act
 Ontario School Trustees' Council Act
 Provincial Schools Negotiations Act, 1975
 Sault Ste. Marie Board of Education and Teachers' Dispute Act, 1976
 School Boards and Teachers Collective Negotiations Act, 1975
 School Trust Conveyances Act
 Teachers' Superannuation Act
 Teaching Profession Act
 Windsor Board of Education and Teachers Dispute Act, 1976

York County Board of Education
 Teachers Dispute Act, 1974

MINISTRY OF ENERGY

Ministry of Energy Act, 1973
 Ontario Energy Board Act
 Ontario Energy Corporation Act, 1974
 Power Corporation Act
 Power Corporation Insurance Act
 Rural Hydro-Electric Distribution Act
 Rural Power District Loans Act

MINISTRY OF THE ENVIRONMENT

Environmental Assessment Act, 1975
 Environmental Protection Act, 1971
 Ministry of the Environment Act
 Ontario Water Resources Act (Part)
 Pesticides Act, 1973
 Pollution Abatement Incentive Act

MINISTRY OF GOVERNMENT SERVICES

Flag Act
 Floral Emblem Act
 Ministry of Government Services Act, 1973
 Official Notices Publication Act
 Public Service Superannuation Act

MINISTRY OF HEALTH

Alcoholism and Drug Addiction Research Foundation Act
 Ambulance Act
 Cancer Act
 Cancer Remedies Act
 Children's Mental Health Centres Act
 Children's Mental Hospitals Act
 Chiropody Act
 Community Psychiatric Hospitals Act
 Dental Technicians Act
 Denture Therapists Act, 1974
 Drugless Practitioners Act
 Fluoridation Act
 Funeral Services Act, 1976
 Health Disciplines Act, 1974
 Health Insurance Act, 1972
 Homes for Special Care Act
 Human Tissue Gift Act, 1971
 Hypnosis Act

Ministry of Health (cont.)

Mental Health Act
 Mental Hospitals Act
 Ministry of Health Act, 1972
 Municipal Health Services Act
 Nursing Homes Act, 1972
 Ontario Mental Health Foundation
 Act
 Ophthalmic Dispensers Act
 Private Hospitals Act
 Private Sanitaria Act
 Psychologists Registration Act
 Public Health Act
 Public Hospitals Act
 Radiological Technicians Act
 Sanatoria for Consumptives Act
 Venereal Diseases Prevention Act
 War Veterans Burial Act

MINISTRY OF HOUSING

Elderly Persons Housing Aid Act
 Housing Development Act
 Ministry of Housing Act, 1973
 North Pickering Development
 Corporation Act, 1974
 Ontario Housing Corporation Act
 Planning Act
 Rural Housing Assistance Act

MINISTRY OF INDUSTRY AND TOURISM

Development Corporations Act, 1973
 Ministry of Industry and Tourism Act,
 1972
 Ontario Place Corporation Act, 1972
 Research Foundation Act, 1944
 Sheridan Park Corporation Act
 Tourism Act

MINISTRY OF LABOUR

Blind Workmen's Compensation Act
 Construction Safety Act, 1973
 Employees' Health and Safety Act,
 1976
 Employment Agencies Act
 Employment Standards Act, 1974
 Government Contracts Hours and
 Wages Act

Hospital Labour Disputes Arbitration
 Act
 Industrial Safety Act, 1971
 Industrial Standards Act
 Labour Relations Act
 Mining Act
 Ministry of Labour Act
 One Day's Rest in Seven Act
 Ontario Human Rights Code
 Ontario Labour-Management
 Arbitration Commission Act
 Rights of Labour Act
 Silicosis Act
 Workmen's Compensation Act
 Workmen's Compensation Insurance
 Act

MINISTRY OF NATURAL RESOURCES

Algonquin Forestry Authority Act,
 1974
 Algonquin Provincial Park Extension
 Act, 1960-61
 Beach Protection Act
 Beds of Navigable Waters Act
 Conservation Authorities Act
 Crown Timber Act
 Endangered Species Act, 1971
 Fish Inspection Act
 Fisheries Loans Act
 Forest Fires Prevention Act
 Forest Tree Pest Control Act
 Forestry Act
 Freshwater Fish Marketing Act
 (Ontario)
 Game and Fish Act
 Gas and Oil Leases Act
 Industrial and Mining Lands
 Compensation Act
 Lakes and Rivers Improvement Act
 Mineral Emblem Act, 1975
 Mining Act (Part IX, except Sect. 616)
 Mining Tax Act, 1972
 Ministry of Natural Resources Act,
 1972
 National Radio Observatory Act,
 1962-63
 Niagara Parks Act
 North Georgian Bay Recreational
 Reserve Act, 1962-63

Ministry of Natural Resources (cont.)

Ontario Geographic Names Board Act
 Ontario Harbours Agreement Act,
 1962-63
 Parks Assistance Act
 Petroleum Resources Act, 1971
 Pits and Quarries Control Act, 1971
 Provincial Parks Act
 Public Lands Act
 St. Clair Parkway Commission Act, 1966
 St. Lawrence Parks Commission Act
 Settlers' Pulpwood Protection Act
 Spruce Pulpwood Exportation Act
 Surveyors Act
 Surveys Act
 Trees Act
 Wild Rice Harvesting Act
 Wilderness Areas Act
 Woodlands Improvement Act
 Woodmen's Employment Act
 Woodmen's Lien for Wages Act

MINISTRY OF REVENUE

Agricultural Development Finance Act
 Assessment Act
 Corporations Tax Act, 1972
 Gasoline Tax Act, 1973
 Gift Tax Act, 1972
 Income Tax Act
 Land Speculation Tax Act, 1974
 Land Transfer Tax Act, 1974
 Ministry of Revenue Act
 Motor Vehicle Fuel Tax Act
 Ontario Guaranteed Annual Income
 Act, 1974
 Ontario Home Buyers Grant Act, 1975
 Provincial Land Tax Act
 Race Tracks Tax Act
 Railway Fire Charge Act
 Retail Sales Tax Act
 Succession Duty Act
 Tobacco Tax Act

MINISTRY OF THE SOLICITOR GENERAL

Anatomy Act
 Coroners Act, 1972
 Egress from Public Buildings Act

Fire Accidents Act
 Fire Departments Act
 Fire Fighters' Exemption Act
 Fire Marshals Act
 Hotel Fire Safety Act, 1971
 Lightning Rods Act
 Ministry of the Solicitor General Act,
 1972
 Ontario Society for the Prevention of
 Cruelty to Animals Act, 1955
 Police Act
 Private Investigators and Security
 Guards Act
 Public Works Protection Act
 Retail Business Holidays Act, 1975
 (2nd session)

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Airports Act
 Bridges Act
 Commuter Services Act
 Ferries Act
 Highway Traffic Act
 Local Roads Boards Act
 Ministry of Transportation and
 Communications Act, 1971
 Ministry of Transportation and
 Communications Creditors Payment
 Act, 1975
 Motorized Snow Vehicles Act, 1974
 Municipal Electric Railways Act
 (R.S.O. 1950, c. 248)
 Ontario Highway Transport Board Act
 Ontario Northland Transportation
 Commission Act
 Ontario Telephone Development
 Corporation Act
 Ontario Transportation Development
 Corporation Act, 1973
 Public Commercial Vehicles Act
 Public Service Works on Highways Act
 Public Transportation and Highway
 Improvement Act
 Public Vehicles Act
 Railways Act (R.S.O. 1950, c. 331)
 Telephone Act
 Toll Bridges Act
 Toronto Area Transit Operating
 Authority Act, 1974

**MINISTRY OF TREASURY,
ECONOMICS AND INTERGOVERN-
MENTAL AFFAIRS**

City of Cornwall Annexation Act, 1974
 City of Hamilton Act, 1975
 City of Port Colborne Act, 1974
 City of Thorold Act, 1975
 City of Thunder Bay Act, 1968-69
 City of Timmins-Porcupine Act, 1972
 County of Oxford Act, 1974
 District Municipality of Muskoka Act
 Farm Loans Act
 Farm Loans Adjustment Act
 Financial Administration Act
 Fire Guardians Act
 Fires Extinguishment Act
 Gold Clauses Act
 Haliburton Act
 Line Fences Act
 Local Improvement Act
 Ministry of Treasury, Economics and Intergovernmental Affairs Act, 1972
 Moosonee Development Area Board Act
 Municipal Act
 Municipal Affairs Act
 Municipal Arbitrations Act
 Municipal Corporations Quieting Orders Act
 Municipal Elderly Residents Assistance Act, 1973
 Municipal Elections Act, 1972
 Municipal Franchises Act
 Municipal and School Tax Credit Assistance Act
 Municipal Tax Assistance Act
 Municipal Unemployment Relief Act, 1971
 Municipal Works Assistance Act
 Municipality of Metropolitan Toronto Act
 Ontario Economic Council Act
 Ontario Education Capital Aid Corporation Act
 Ontario Land Corporation Act, 1974
 Ontario Loan Act
 Ontario Municipal Employees Retirement System Act

Ontario Municipal Improvement Corporation Act
 Ontario Planning and Development Act, 1973
 Ontario Unconditional Grants Act, 1975
 Ontario Universities Capital Aid Corporation Act, 1973
 Ottawa-Carleton Amalgamations and Elections Act, 1973
 Parkway Belt Planning and Development Act, 1973
 Provincial Parks Municipal Tax Assistance Act, 1974
 Public Parks Act
 Public Utilities Act
 Public Utilities Corporations Act
 Regional Municipality of Durham Act, 1973
 Regional Municipality of Haldimand-Norfolk Act, 1973
 Regional Municipality of Halton Act, 1973
 Regional Municipality of Hamilton-Wentworth Act, 1973
 Regional Municipality of Niagara Act
 Regional Municipality of Ottawa-Carleton Act
 Regional Municipality of Peel Act, 1973
 Regional Municipality of Sudbury Act, 1972
 Regional Municipality of Waterloo Act, 1972
 Regional Municipality of York Act
 Shoreline Property Assistance Act, 1973
 Snow Roads and Fences Act
 Statistics Act
 Statute Labour Act
 Supply Act
 Tax Sales Confirmation Act, 1974
 Territorial Division Act
 Town of Wasaga Beach Act, 1973
 Township of North Plantagenet Act, 1976
 Vacant Land Cultivation Act
 Village of Point Edward Act, 1972
 Wharfs and Harbours Act

Office of the Assembly

Election Finances Reform Act, 1975
Legislative Assembly Act
Legislative Assembly Retirement
Allowances Act, 1973
Ombudsman Act, 1975

Office of the Premier

Election Act
Executive Council Act
Lieutenant Governor Act
Policy and Priorities Board of Cabinet
Act, 1971
Representation Act

Provincial Auditor

Audit Act

**Provincial Secretary
for Resources Development**

Niagara Escarpment Planning and
Development Act, 1973

APPENDIX D

REGIONAL, DISTRICT AND FIELD OFFICES

MINISTRY OF AGRICULTURE & FOOD

Agricultural Representatives County/District Offices	Agricultural Representatives County/District Offices
Algoma 1496 Wellington St. E., SAULT STE. MARIE. P6A 2R1 705-253-1941	Essex 46 Fox St. ESSEX. N0R 1E0 519-776-7361
Brant 207 Greenwich St., BRANTFORD. N3S 2X7 519-759-4190	Frontenac Box 651, 1055 Princess St., KINGSTON. K7L 1H3 613-544-1995
Bruce Box 1330, WALKERTON. N0G 2V0 519-881-3301	Glengarry Box 579, ALEXANDRIA. K0C 1A0 613-525-1046
Carleton 26 Thorncliffe Pl., OTTAWA. K2H 6L2 613-828-9167	Grenville Box 2004, KEMPTVILLE. K0G 1J0 613-258-7326
Cochrane North Experimental Farm, KAPUSKASING. P5N 2X9 705-335-5828	Grey 181 Toronto St. S., MARKDALE. N0C 1H0 519-986-2040
Cochrane South Box 608, MATHESON. P0K 1N0 705-273-2509	Haldimand CAYUGA. N0A 1E0 416-772-3381
Dufferin Box 100, ORANGEVILLE. L9W 2Z5 519-941-3830	Halton 181 Main St., MILTON. L9T 1N7 416-453-9766
Dundas Box 488, WINCHESTER. K0C 2K0 613-774-2313	Hastings Box 340, STIRLING. K0K 3E9 613-395-3393
Durham 234 King St. E., BOWMANVILLE. L1C 1P5 416-623-3348	Huron Box 159, CLINTON. N0M 1L0 519-482-3428
Elgin 594 Talbot St., ST. THOMAS. N5P 1C7 519-631-4700	Kenora 70 Van Horne Ave., DRYDEN. 807-223-2415

**Agricultural
Representatives
County/District Offices**

Kent
Box 726, 435 Grand Ave. W.,
CHATHAM. N7M 5L1
519-354-2150

Lambton
Box 730,
PETROLIA. N0N 1R0
519-882-0180

Lanark
10 Sunset Blvd.,
PERTH. K7H 2Y2
613-267-1063

Leeds
Box 635,
BROCKVILLE. K6V 5V8
613-342-2124

Lennox & Addington
41 Dundas St. W.,
NAPANEE. K7I 1Z5
613-354-3371

Manitoulin
Box 328
GORE BAY. P0P 1H0
705-282-2043

Middlesex
195 Dufferin Ave.,
LONDON. N6A 1K7
519-434-6811

Muskoka & Parry Sound
Box 130,
HUNTSVILLE. P0A 1K0
705-789-5491

Niagara North
VINELAND STATION. L0R 2E0
416-562-4142

Niagara South
574 South Pelham St.,
WELLAND. L3C 3C6
416-732-7552

Nipissing
222 McIntyre St. W.,
NORTH BAY. P1B 2Y8
705-474-3050

**Agricultural
Representatives
County/District Offices**

Norfolk
19 Kent Street, S.,
SIMCOE. N3Y 2X7
519-426-0680

Northumberland
Box 820,
BRIGHTON. K0K 1H0
613-394-2998

Ontario
Box 309,
UXBRIDGE. L0C 1K0
416-852-3328

Oxford
Box 666, 954 Dundas St. E.,
WOODSTOCK. N4S 7Z5
519-537-6621

Peel
3 Elizabeth St. S.,
BRAMPTON. L6Y 1P7
416-451-5474

Perth County
Box 398, 478 Huron St.,
STRATFORD. N5A 6T3
519-271-0280

Peterborough
55 George St. N.,
PETERBOROUGH. K9J 3G2
705-745-2403

Prescott
Box 110,
PLANTAGENET,
613-673-5115

Prince Edward
Box 470,
PICTON. K0K 2T0
613-476-3224

Rainy River
Front St.,
EMO. P0W 1E0
807-482-2310

Renfrew
315 Raglan St. S.,
RENFREW. K7V 1R6
613-432-4841

**Agricultural
Representatives
County/District Offices**

Russell
666 Rue Notre Dame,
EMBRUN K0A 1W0
613-443-3391

Simcoe North
Box 340,
ELMVALE. L0L 1P0
705-322-2231

Simcoe South
Box 370,
ALLISTON
705-435-5521

Stormont
Box 655, 109-11th St. W.
CORNWALL. K6H 5T3
613-933-1581

Sudbury
1414 La Salle Blvd.
SUDBURY. P3A 1Z0
705-566-1630

Timiskaming
Box "G"
NEW LISKEARD. POJ 1P0
705-647-6701

Thunder Bay
435 James St. S.
THUNDER BAY "F"
807-475-1631

Victoria
322 Kent St. W.
LINDSAY. K9V 2Z9
705-324-6125

Waterloo
824 King St. W.
KITCHENER. N2G 1G1
519-744-5294

Wellington
Box 159, FERGUS N1M 2W7
519-843-2231

Wentworth
R.R. 1, ANCASTER. L9G 3K9
416-527-2995

**Agricultural
Representatives
County/District Offices**

York
Newmarket Plaza
NEWMARKET. L3Y 2N1
416-895-4519

**Farm Products Inspection
District Offices**

Box 419,
BRADFORD. L0G 1C0
416-775-3333

Box 820,
BRIGHTON. K0K 1H0
613-475-1630

Box 62,
THUNDER BAY "F". P7C 4V5
807-475-1631

Box 248,
LEAMINGTON. N8H 3W2
519-326-5951

Box 188,
VINELAND STN. L0R 2E0
416-562-4144

319 Ontario Food Terminal
165 The Queensway,
TORONTO. M8Y 1H8
416-259-6379

**Agric. Production & Rural
Development Division
Regional Offices**

181 Toronto St. S.,
MARKDALE. N0C 1H0
519-986-2040

Box 328,
GORE BAY. P0P 1H0
705-282-2171

Box 651,
1055 Princess St., 2nd Floor,
KINGSTON. K7L 1H3
613-544-1995

Box 2004,
KEMPTVILLE. K0G 1J0
613-258-3441, ext. 280, 281, 282

**Agric. Production & Rural Development Division
Regional Offices**

Box 110,
PLANTAGENET. K0B 1L0
613-673-5115

315 Raglan St. S.,
RENFREW. K7V 1R6
613-432-4841

55 George St. N.,
PETERBOROUGH. K9J 3G2
705-745-2403

**Milk Industry Branch
Regional Offices**

Eastern
Box 2004, KEMPTVILLE
613-258-3411, ext. 207

North Central
55 George St. N.
PETERBOROUGH
705-745-2403

Central West
Ont. Min. of Agric. & Food
MARKDALE
519-986-2040

MINISTRY OF THE ATTORNEY GENERAL

Assessment Review Courts

678 Main St. E.
HAMILTON. L8M 1K2
416-549-4173
Grand River/Niagara Region

426 Third St.,
LONDON. N5W 4W6
519-453-6660
Southwestern Region

713 Davis Dr.,
NEWMARKET. L3Y 2R3
416-895-1274
Central, Georgian Bay & Lake Huron

Northgate Shopping Centre,
NORTH BAY. P1B 2H3
705-474-1612
Northern Region

Assessment Review Courts

2378 Holly Lane,
OTTAWA. K1V 7P1
613-731-7166
Eastern Region

271 George St. N.,
PETERBOROUGH. K9J 3G9
705-743-7960
Lake Ontario Region

85 Great Northern Rd.
SAULT STE. MARIE. P6B 4Y8
705-949-5280
Northern Branch Office

1200 Bay St.,
TORONTO. M5R 2A6
416-965-6826
Metro Toronto Region

MINISTRY OF COLLEGES & UNIVERSITIES

**Industrial Training Branch
District Offices**

DISTRICTS 1 & 2
*32 Grenville St.
TORONTO.
416-965-6462

DISTRICT 3
*520 First St., Unit 19
LONDON. N5V 3C6
519-453-7190

**Industrial Training Branch
District Offices**

Conestoga College, Rm. B16
460 Speedvale Ave.
GUELPH.
519-821-3770

421 King St. N.
WATERLOO.
519-884-5460

**Industrial Training Branch
District Offices**

Conestoga College Info Centre
210 Water St.
STRATFORD
519-273-1520

DISTRICT 4
*2197 Riverside Drive
Suite 301, Pebb Bldg.
OTTAWA. K1H 7X3
613-731-7100

St. Lawrence College
P.O. Box 1356
BROCKVILLE. K6V 5Y6
613-342-9447

St. Lawrence College
1111 Montreal Rd.
CORNWALL. K6H 1E1
613-933-6080, Ext. 253

St. Lawrence College, Rm. GR-20
P.O. Box 6000
KINGSTON.
613-544-5400

Algonquin College
315 Pembroke St. E.
P.O. Box 203
PEMBROKE. K8A 6X3
613-735-1041

c/o Canada Manpower Centre
192 Main St. E.
HAWKESBURY. K6A 1A5
613-632-2759

DISTRICT 5
Mohawk College
Saltfleet Campus
481 Barton St. E.
STONEY CREEK.
416-664-5116

City Hall, Rm. 229
100 Wellington Square
BRANTFORD.
519-756-5197

1 West Ave. S.
HAMILTON.
416-527-9105

*Regional Office

**Industrial Training Branch
District Offices**

P.O. Box 1240
ST. CATHARINES.
416-682-4313

P.O. Box 338
FORT ERIE.
416-682-4313

DISTRICT 6
*125 Brock St.
SAULT STE. MARIE. P6A 3B6
705-949-3331

1500 Fisher St.
Northgate Plaza
NORTH BAY. P1B 2H3
705-474-5546

Cambrian College, Rm. 3065
1400 Barrydowne Rd.
SUDBURY. P3A 3V8
705-560-3440

Box 1183
TIMMINS. P4N 7J5
705-235-3644

DISTRICT 7
151 Elliott St. E.
WINDSOR. N9A 3R6
519-254-8654

10 Centre St.
CHATHAM.
519-354-9100

P.O. Box 969
SARNIA.
519-542-7751

DISTRICT 8
Sir Sandford Fleming College
526 McDonnel St.
PETERBOROUGH. K9J 7B1
705-743-4172

Durham College
Box 385, OSHAWA.
416-576-0171

Georgian College
401 Duckworth St.
BARRIE. L4M 3X9
705-728-1951 Ext. 220

**Industrial Training Branch
District Offices**

Box 578
OWEN SOUND.
519-376-5790

Loyalist College
Pioneer Bldg.
19 Wallbridge Cres.
BELLEVILLE.
613-968-8671

**Industrial Training Branch
District Offices**

DISTRICT 9
Confederation College
Trades Bldg.,
Box 398, Stn. F
THUNDER BAY. P7C 4W1
807-475-1605

808 Robertson St.
KENORA.
807-468-3128

MINISTRY OF COMMUNITY & SOCIAL SERVICES

District Offices

Northern Ontario

104 Government Rd., Box 429
KEEWATIN.
807-547-2801

8 Hudson's Bay Ave., Box 398
KIRKLAND LAKE.
705-567-3391

222 McIntyre St. W., Suite 408
Box 327,
NORTH BAY.
705-474-3540

123 March St., Suite 304, Box 68
SAULT STE. MARIE.
705-256-5666

127 Cedar St., Drawer 1120
SUDBURY.
705-674-3151

1200 Walsh St. W.,
THUNDER BAY.
807-475-1515

District Offices

100 Main St. E., 39th Flr.
Century 21
HAMILTON.
416-526-9300

1055 Princess St., Suite 103
KINGSTON.
613-544-6206

322 Kent St. W.,
LINDSAY.
705-324-6128

6th Flr. 495 Richmond St.
LONDON.
519-438-5111

2197 E. Riverside Dr. Suite 201
OTTAWA.
613-737-5520

5th Flr. 110 James St., Box 176,
ST. CATHARINES.
416-688-3022

4th Flr., 110 Eglinton Ave. W.
TORONTO.
416-487-4392

5th Floor, Waterloo Square,
75 King St. S.,
WATERLOO.
519-886-4700

3rd Flr. 2090 Wyandotte St. E..
WINDSOR.
519-254-1651

Southern Ontario

70 Collier St.
BARRIE.
705-737-1311

14 Bridge St. W., Box 816
BELLEVILLE.
613-962-9562

132 Second St. E., Box 1358
CORNWALL.
613-932-3381

20 Nelson St. W., Suite 203
YORK-PEEL (BRAMPTON)
416-453-3181

MINISTRY OF CONSUMER & COMMERCIAL RELATIONS

Field Offices

Rms. 205-206, 143 Main St. E.
HAMILTON. L8N 1G4
416-529-8177

1 West Ave. S.,
HAMILTON. L8N 2R9
416-527-2951

Ont. Gov't. Bldg.
1055 Princess St.
KINGSTON. K7L 1H3
613-549-2600

824 King St. W.
KITCHENER. N2G 1G1
519-744-7308, 744-5211

251 King St. W., Rm. 401
KITCHENER. N2G 1B5
519-743-6723

Court House, Main Floor
80 Dundas St., P.O. Box 5600
LONDON. N6A 2P3
519-679-7150, 433-6197

1673 Carling Ave., Ste. 102
OTTAWA. K2A 1C4
613-725-3679, 725-1489

Pebb Bldg., 3rd Floor,
2197 Riverside Dr.
OTTAWA. K1H 7X3
613-731-2556

139 George St. N.,
PETERBOROUGH. K9J 3G6
705-743-8728

700 N. Christina St., Rm. 207
SARNIA. N7T 7N5
519-337-2254

Box 550, 444 Queen St. E.,
SAULT STE. MARIE. P6A 5M8
705-949-0332

125 Brock St.
SAULT STE. MARIE. P6A 3B6
705-949-3331

Branches Represented

Consumer Services Bureau
Credit Unions Br.
Cemeteries Br.

Elevating Devices Br.
Pressure Vessels Br.

Elevating Devices Br.
Upholstered & Stuffed Articles Br.
Pressure Vessels Br.
Cemeteries Br.

Elevating Devices Br.
Pressure Vessels Br.

Credit Unions Br.

Consumer Services Bureau
Elevating Devices Br.
Credit Unions Br.
Pressure Vessels
Upholstered & Stuffed Articles
Cemeteries Branch

Consumer Services Bureau
Credit Unions Br.
Cemeteries Br.

Elevating Devices Br.
Pressure Vessels Br.

Consumer Services Bureau
Credit Unions Br.

Pressure Vessels Br.

Consumer Services Bureau

Pressure Vessels Br.

Field Offices

331 Regent St.
SUDBURY. P3C 4E1
705-675-1517

1538 La Salle Blvd.
SUDBURY. P3A 1Z7
705-675-1517, 566-3071

Ont. Gov't. Bldg.
435 James St. S.,
THUNDER BAY. P7E 6E3
807-475-1641

250 Windsor Ave.
WINDSOR. N9A 6V9
519-254-6413

Branches Represented

Consumer Services Bureau

Elevating Devices Branch
Pressure Vessels Br.

Consumer Services Bureau
Elevating Devices Br.
Pressure Vessels Br.
Credit Unions Br.

Consumer Services Bureau
Credit Unions Br.
Elevating Devices Br.
Pressure Vessels Br.

ONTARIO RENT REVIEW**Mailing Address (Area Served)****Metro Toronto:**

77 Bloor St. W., 2nd Fl.
TORONTO. M5S 1M2
416-964-8281
(City of Toronto)

56 Aberfoyle Cres., 4th Fl.
ETOBICOKE M8X 2W4
416-236-2681
(Etobicoke)

1880 O'Connor Dr., 2nd Fl.
TORONTO. M4A 1W9
416-752-0683
(East York)

45 Sheppard Ave. E.
WILLOWDALE. M2N 2Z8
416-226-6303
(North York)

2100 Ellesmere Rd. E.
SCARBOROUGH. M1H 3B7
416-438-3452
(Scarborough)

702 Weston Rd.
TORONTO. M6N 3R2
416-762-7545
(York)

Mailing Address (Area Served)**Central-West:**

Box 2006,
HAMILTON. L8N 3R5
416-528-8701
(Reg. Mun. of Hamilton-Wentworth,
Halton, Haldimand-Norfolk, &
County of Brant)

30 Duke St. W.
KITCHENER. N2H 3W5
519-579-5790
(Reg. Mun. of Waterloo & the
Counties of Wellington and Dufferin)

80 King St., 9th Fl.
ST. CATHARINES. L2R 7G1
416-684-6562
(Reg. Mun. of Niagara)

Central-East:

Box 985,
BARRIE. L4M 5E1
705-737-2111
(County of Simcoe & District Mun.
of Muskoka)

1310 Dundas St. E.
MISSISSAUGA. L4Y 2C1
416-270-3280
(Reg. Mun. of Peel, South of the 401)

Mailing Address (Area Served)

Room 1,
85 Kennedy Rd. S.
BRAMPTON. L6W 3G1
416-453-7372
(Reg. Mun. of Peel, North of the 401)
74 Simcoe St. S., 2nd Fl.
OSHAWA. L1H 4G6
416-579-4421
(Reg. Mun. of Durham)

340 George St. N.
PETERBOROUGH. K9J 7S2
705-743-9511
(Counties of Peterborough,
Northumberland, Victoria
& Haliburton)
10255 Yonge St., 2nd Fl.
RICHMOND HILL. L4C 3B2
416-884-6092
(Reg. Mun. of York)

Southwestern:

80 Dundas St.
LONDON.
519-673-1660
(Counties of Middlesex, Oxford,
Elgin, Lambton, Perth & Huron)
896 Third Ave. E., 2nd Fl.
OWEN SOUND. N4K 5W9
519-376-3202
(Counties of Grey & Bruce)
Box 189
WINDSOR. N9A 6V6
519-253-3532
(Counties of Essex & Kent)

Northeastern:

215 Oak St. E.
NORTH BAY. P1B 8B8
705-476-1231
(Districts of Nipissing & Parry Sound)
Box 627,
SAULT STE. MARIE. P6A 5N2
705-942-1123
(District of Algoma)

Mailing Address (Area Served)

Box 1059
SUDBURY P3E 4S6
705-673-7173
(Reg. Mun. of Sudbury & Dists.
of Sudbury & Manitoulin)
Box 1130,
TIMMINS. P4N 7H9
705-264-9555
(Dists. of Cochrane & Timiskaming)

Northwestern:

37 Main St. S., 2nd Fl.
KENORA. P9N 1S8
807-468-3159
(Dists. of Kenora & Rainy River)
Box 5000
Postal Station F
THUNDER BAY. P7C 5G6
807-475-1595
(Dist. of Thunder Bay)

Eastern:

Suite 204
210 Dundas St. E.
BELLEVILLE K8N 5G8
613-966-4451
(Counties of Hastings & Prince Edward)
Box 607
CORNWALL. K6H 6G2
613-933-8662
(Counties of Stormont, Dundas
& Glengarry, Prescott & Russell)

74 Brock St., 2nd Fl.
KINGSTON. K7L 1R9
613-549-4426
(Counties of Frontenac, Lennox
& Addington, Leeds & Grenville,
& portion of Lanark)

Box 9800
OTTAWA. K1G 3Y2
613-238-5055
(Reg. Mun. of Ottawa-Carleton &
portion of Lanark County)
169 William St.
PEMBROKE. K8A 1N7
613-735-0135
(County of Renfrew)

**Land Registry Offices (LRO) &
Personal Property Security Registration (PPSR) Offices**

Algoma	Elgin
P.O. Box 550, Elgin & Queen Sts., SAULT STE. MARIE. P6A 5M8 705-253-8887	Wellington St., P.O. Box 4, ST. THOMAS. N5P 3T5 519-631-3015
Brant	Essex
Court House, 80 Wellington St., BRANTFORD. N3T 2L9 519-752-8321	356 Brock St., WINDSOR. N9C 3Z1 519-254-6363
Bruce	Frontenac
203 Cayley St., P.O. Box 1690, WALKERTON. N0G 2V0 519-881-2251	Court House, KINGSTON. K7L 2N4 613-548-8322
Carleton	Glengarry*
Court House, 2 Daly Avenue, OTTAWA. K1N 6E2 613-238-1956	P.O. Box 668, 63 Kenyon St. W., ALEXANDRIA. 613-525-1315
Cochrane	Grenville*
Court House, 149 4th Ave., P.O. Box 580, COCHRANE. P0L 1C0 705-272-4025	Centre Street, P.O. Box 676, PRESCOTT. K0E 1T0 613-925-3177
Dufferin	Grey North
75 First St., ORANGEVILLE. L9W 2E7 519-941-1481	Court House, 596 9th Ave. E., OWEN SOUND. N4K 3E3 519-376-1637
Dundas*	Grey South*
5th Street, MORRISBURG. K0C 1X0 613-543-2583	16 Lambton St. E., P.O. Box 10, DURHAM. N0G 1R0 519-369-2642
Durham East & Port Hope*	Haldimand
17 Mill St. N., P.O. Box 122, PORT HOPE. L1A 3W3 416-885-5616	P.O. Box 310, CAYUGA. N0A 2K0 416-772-3340
Durham West & Newcastle*	Haliburton*
108 Liberty St. N., P.O. Box 178, BOWMANVILLE. L1C 3K9 416-623-3751	P.O. Box 270, MINDEN. K0M 2K0 705-286-1391

Halton
 County Administration Bldg.,
 491 Steeles Ave.,
 MILTON. L9T 1Y7
 416-878-7287

Hastings
 Pinnacle Street,
 Court House,
 BELLEVILLE. K8N 3A9
 613-986-4597

Huron
 38 North St.,
 P.O. Box 216,
 GODERICH. N7A 3Z2
 519-524-9562

Kenora
 220 Main St. S.,
 KENORA. P9N 3X7
 807-468-3138

Kent
 William St. N.,
 CHATHAM. N7M 5L8
 519-352-5520

Lambton
 Court House,
 700 N. Christina St.,
 P.O. Box 3021,
 SARNIA. N7T 7N5
 519-337-3265, Ext. 40

Lanark North*
 125 Brougham St.,
 P.O. Box 1180, ALMONTE, K0A 1A0
 613-256-1577

Lanark South
 10 Sunset Blvd.,
 P.O. Box 278,
 PERTH. K7H 3E4
 613-267-1144

Leeds
 P.O. Box 146,
 William St.,
 BROCKVILLE. K6V 5V2
 613-345-5751

Lennox
 87 Thomas St.,
 P.O. Box 459,
 NAPANEE. K0K 2R0
 613-354-3751

Manitoulin
 Phipps St.,
 P.O. Box 265,
 GORE BAY. P0P 1H0
 705-282-2442

Middlesex East
 80 Dundas St.,
 LONDON. N6A 2P3
 519-679-7180

Middlesex West*
 178 McKellar St.,
 P.O. Drawer 9,
 GLENCOE. N0L 1M0
 519-387-2511

Muskoka
 15 Dominion St.,
 P.O. Box 1049,
 BRACEBRIDGE. P0B 1C0
 705-645-4415

Niagara North
 Landmark Building,
 43 Church St.,
 P.O. Box 126,
 ST. CATHARINES. L2R 6R4
 416-682-1351

Niagara South
 20 Cross St. North,
 WELLAND. L3B 3G1
 416-735-4011

Nipissing
 514 Main St. West,
 NORTH BAY. P1B 2V4
 705-474-2270

Norfolk
 Court House,
 #3 Highway West,
 SIMCOE. N3Y 4K8
 519-426-2216

Northumberland E.*
 King Street,
 P.O. Box 339,
 COLBORNE. K0K 1S0
 416-355-2338

Northumberland W.
 Counties Bldg.,
 860 William St.,
 P.O. Box 668,
 COBOURG. K9A 4K8
 416-372-3813

Ontario
 400 Centre St. S.,
 WHITBY. L1N 4W2
 416-668-6811

Ottawa & Ottawa Carleton
 Court House,
 67 Nicholas St.,
 OTTAWA. K1N 7B9
 613-232-3791

Oxford
 75 Graham St.,
 P.O. Box 246,
 WOODSTOCK. N4S 7W8
 519-537-6287

Parry Sound
 28 Miller St.
 P.O. Box 276,
 PARRY SOUND. P2A 2X4
 705-746-5816

Peel*
 1 Wellington St. E.,
 BRAMPTON. L6W 1Y1
 416-457-5610

Peel**
 Clerk of the Court
 Court House
 7755 Hurontario St.
 BRAMPTON. L6W 1Y1
 416-447-5040

Perth
 York St. West,
 P.O. Box 902,
 STRATFORD. N5A 6T1
 519-271-3343

Peterborough
 Court House,
 470 Water St.
 PETERBOROUGH. K9H 3M3
 705-745-0587 Ext. 44

Prescott
 P.O. Box 302,
 L'ORIGNAL. K0B 1K0
 613-675-4648

Prince Edward
 P.O. Box 1310
 1 Pitt St.
 PICTON. K0K 2T0
 613-476-3219

Rainy River
 353 Church St.,
 P.O. Box 398,
 FORT FRANCES. P9A 3M7
 807-274-5451

Renfrew
 283 Pembroke St. E.,
 P.O. Box 760,
 PEMBROKE. K8A 6X1
 613-732-8331

Russell*
 P.O. Box 10,
 RUSSELL. K0A 3B0
 613-445-2188

Simcoe
 Court House,
 114 Worsley St.,
 BARRIE. L4M 1M1
 705-728-1221 Ext. 54

Stormont
 P.O. Box 1268,
 127 Sydney St.,
 CORNWALL. K6H 5V3
 613-932-4522

Sudbury
 135 Elm St. W.,
 P.O. Box 1240,
 SUDBURY. P3E 4S7
 705-674-3151, Ext. 244

Thunder Bay 29 Royston Court, Postal Station "P" THUNDER BAY. P7A 4Y7 807-475-1235	Waterloo North 122 Frederick St., P.O. Box 35, KITCHENER. N2G 3W9 519-576-1330
Timiskaming 375 Main St., P.O. Box 159, HAILEYBURY. P0J 1P0 705-672-3332	Waterloo South* 150 Main St., (The Mall) CAMBRIDGE. N1R 1W4 519-653-5778
Toronto City* New City Hall, 100 Queen St. West, TORONTO. M5H 2N1 416-965-7553	Wellington North* P.O. Box 389 ARTHUR. N0G 1A0 519-848-2300
Toronto Boroughs & York South* New City Hall, 100 Queen St. W., TORONTO. M5H 1N1 416-965-7588	Wellington South P.O. Box 905, 21 Douglas St., GUELPH. N1H 6M6 519-822-0251
Toronto & York* New City Hall, 100 Queen St. West, TORONTO. M5H 2N1 416-965-5248	Wentworth Court House, 50 Main St. E., HAMILTON. L8N 1E9 416-522-3556
Central Registration** Court House Rm. 107, 361 University Ave. TORONTO. 416-965-7359	York North* 134 Main St., NEWMARKET. L3Y 4W3 416-895-9801
Victoria Francis St., LINDSAY. K9V 3R9 705-324-4912	*LRO only **PPSR only

MINISTRY OF CORRECTIONAL SERVICES

Regional Offices

Adult Division

2 Dunbloor Rd.,
Suite 312,
ISLINGTON.
416-248-3901
(Central Region)

Regional Offices

229 Edmund St.,
SUDBURY.
705-675-7582
(Northern Region)

Regional Offices

1055 Princess St.,
KINGSTON.
613-544-0813
(Eastern Region)

101B Holiday Inn Dr.,
CAMBRIDGE.
519-658-5101
(Western Region)

Regional Offices

Juvenile Division
263½ George St.,
PETERBOROUGH.
705-743-1624
(North Eastern Region)

101B Holiday Inn Dr.,
CAMBRIDGE.
519-658-5101
(South Western Region)

MINISTRY OF CULTURE & RECREATION**Field Offices**

Northwestern (Regional Office:
THUNDER BAY)

Ont. Gov't. Bldg.
435 James St. S., 3rd Fl.,
Box 5000
THUNDER BAY F, P7E 2Z5
805-475-1255

Ont. Gov't Bldg.
479 Government St.,
P.O. Box 932,
DRYDEN.
807-223-2271

Northeastern (Regional Office:
NORTH BAY)

215 Oak St. E., 2nd Floor,
NORTH BAY. P1B 1A2
705-474-3821

123 March St., Box 68,
SAULT STE. MARIE. P6A 5L2
705-942-3751

1760 Regent St. S.,
SUDBURY.
705-522-1416

22 Wilcox St., 2nd Flr.
TIMMINS.
(July 1, 1977)

Field Offices

Central West (Regional Office:
HAMILTON)

1083 Barton St. E., 2nd Floor,
HAMILTON. L8L 3E2
416-549-2471

Suite 215, Waterloo Square,
WATERLOO.
519-886-3520

Eastern (Regional Office:
OTTAWA)

Rideau Trust Bldg.,
1 Nicholas St.
11th Floor, Rm. 116,
OTTAWA. K1N 7B7
613-232-1116

1055 Princess St.
Suite 204,
KINGSTON.
613-542-7349

14 Bridge St. W.,
Box 816,
BELLEVILLE. K8P 1H7
613-968-3474

Field Offices**Central East (Regional Office: TORONTO)**

2nd Flr., 863 Bay St.
TORONTO. M7A 2R9
416-965-0283

114 Worsley St.
BARRIE. L4M 1M1
705-737-3307

277 George St. N.
PETERBOROUGH.
(Aug. 1, 1977)

Field Offices**Southwestern (Regional Office: LONDON)**

495 Richmond St., 5th Floor,
LONDON. N6A 5A9
519-438-2947

374 Seventh Ave.,
HANOVER.
519-364-1626

250 Windsor Ave.,
6th Floor,
WINDSOR. N9A 6V9
519-256-4919

Indian Community Secretariat**Field Offices**

7 Charlotte St.,
BRANTFORD.
519-756-5790
(Southwestern District)

c/o General Delivery,
Gov't Bldg. G4,
DRYDEN. P8N 2P6
807-223-3221
(Northwestern Area)

Box 613,
FORT FRANCES.
807-274-9732
(Northwestern Area)

Box 778,
GERALDTON.
807-854-0169
(Northwestern Area)

207 First St. S.,
KENORA
807-468-5568
(Northwestern Area)

Box 125,
MOOSONEE.
705-336-2644
(Northeastern Area)

Field Offices

15 Matchedash St. N.,
ORILLIA.
705-325-9561
(Northeastern Area)

Box 234,
RED LAKE.
807-727-2055
(Northwestern Area)

Box 68,
SAULT STE. MARIE.
705-256-7621
(Northeastern Area)

1760 Regent St. S.,
SUDBURY.
705-674-3151
(Northeastern Area)

221 Bay St.,
THUNDER BAY.
807-475-1225
(Northwestern Area)

MINISTRY OF EDUCATION

Regional Offices

Northwestern Ontario
 435 James St. South, P.O. Box 5000
 THUNDER BAY "F". P7C 5G6
 807-475-1571

Midnorthern Ontario
 1349 Lasalle Blvd.,
 SUDBURY. P3A 1Z5
 705-566-3480

Northeastern Ontario
 447 McKeown Ave., P.O. Box 3020
 NORTH BAY. P1B 8K7
 705-474-7210

Midwestern Ontario
 279 Weber St. North,
 WATERLOO. N2J 3J1
 519-885-0440

Central Ontario
 Suite 3201, 2025 Sheppard Ave. E.,
 WILLOWDALE. M2J 1W4
 416-491-0330

Regional Offices

Western Ontario
 759 Hyde Park Rd.,
 LONDON. N6H 3S6
 519-472-1440

Niagara
 Suite 402, 15 Church St.,
 P.O. Box 906
 ST. CATHARINES. L2R 7A1
 416-684-1123

Eastern Ontario
 1055 Princess St.,
 KINGSTON. K7L 5T3
 613-546-2641

Ottawa Valley
 1825 Woodward Drive,
 OTTAWA. K2C 0R2
 613-225-2230

MINISTRY OF THE ENVIRONMENT

Regional & District Offices

NORTHWESTERN (Regional Office: THUNDER BAY)

435 James St. S.,
 THUNDER BAY. P7C 5G6
 807-475-1205

808 Robertson St.
 KENORA. P9N 1X9
 807-468-5578

NORTHEASTERN (Regional Office: SUDBURY)

469 Bouchard St.,
 Regency Mall,
 SUDBURY. P3E 2K8
 705-522-8282

Regional & District Offices

83 Algonquin Blvd. W.,
 TIMMINS. P4N 2R4
 705-264-9474

445 Albert St. E.,
 SAULT STE. MARIE. P6A 2J9
 705-949-4640

1500 Fisher St.,
 Northgate Plaza,
 NORTH BAY. P1B 2H3
 705-476-1001

74 Church St.,
 PARRY SOUND. P2A 1Z1
 705-746-2139

Regional & District Offices**SOUTHWESTERN** (Regional Office: LONDON)

985 Adelaide St. S.,
LONDON. N6E 1V3
519-681-3600

3012 Tecumseh Rd. E.,
WINDSOR. N8W 1G7
519-945-2339

242 A Indian Rd. S.,
Suite 209 S,
SARNIA. N7T 3W4
519-336-4030

220-11th St. E., Suite 108,
OWEN SOUND. N4K 1T9
519-371-2901

435 Grand Ave. W.,
CHATHAM. N7L 3Z4
519-352-5107
(Sub-District Office)

WEST-CENTRAL (Regional Office: STONEY CREEK)

140 Centennial Parkway N.,
STONEY CREEK. L8E 3H2
416-561-7410

400 Clyde Rd., P.O. Box 219,
CAMBRIDGE. N1R 5W6
519-623-2080

637-641 Niagara St. N.,
WELLAND. L3C 1L9
416-735-0431

645 Norfolk St. N.,
SIMCOE. N3Y 3R2
519-426-1940
(Sub-District Office)

CENTRAL (Regional Office: DON MILLS)

Suite 700,
150 Ferrand Drive,
DON MILLS. M3C 3C3
416-425-3000

Regional & District Offices

2775 Haines Rd.,
MISSISSAUGA. L4Y 1Y7
416-270-1451
(South Peel Area System)

12 Fairview Rd.,
BARRIE. L4N 4P3
705-726-1730

GRAVENHURST. P0C 1G0
705-687-3408
(Muskoka-Haliburton)

139 George St. N.,
PETERBOROUGH. K9J 3G6
705-743-2972

125 Cross Ave.
OAKVILLE. L6J 2W8
416-844-5747
(Halton-Peel)

110 Main St. E.,
HUNTSVILLE. P0A 1K0
705-789-2386
(Sub-District Office)

SOUTHEASTERN (Regional Office: KINGSTON)

133 Dalton St.
P.O. Box 820,
KINGSTON. K7L 4X6
613-549-4000

2378 Holly Lane,
OTTAWA. K1V 7P1
613-521-3450

4 Montreal Rd., 2nd Floor,
CORNWALL. K6H 1B1
613-933-7402

15 Victoria Ave.,
BELLEVILLE. K8N 1Z5
613-962-9208

1000 MacKay St., P.O. Box 67,
PEMBROKE. K8A 6X1
613-732-3643

MINISTRY OF GOVERNMENT SERVICES
Property Management Branch

Regional Offices

24 James Street East,
 P.O. Box 790,
 ORILLIA. L3V 6K7
 705-325-7403
 (Georgian Bay)

400 Elizabeth Street,
 GUELPH. N1E 2Y1
 519-822-1150
 (Guelph)

Ontario Government Building,
 P.O. Box 159,
 KEMPTVILLE. K0G 1J0
 613-269-4764
 (Kemptville)

1055 Princess Street,
 P.O. Box 8000,
 KINGSTON. K7L 1H3
 613-544-8955
 (Kingston)

322 Kent Street West,
 P.O. Box 7000,
 LINDSAY. K9B 4S9
 705-324-9188
 (Lindsay)

900 Highbury Avenue,
 P.O. Box 2452,
 LONDON. N6A 4G3
 519-453-3550
 (London)

345 Park Street West,
 P.O. Box 100,
 DUNDAS. L9H 5E7
 416-627-3515
 (Niagara)

Regional Offices

Highway 69,
 South McFarlane Lake,
 P.O. Box 2520,
 SUDBURY. P3A 4S9
 705-522-5830
 (Northeast)

255 Conmee Avenue,
 SAULT STE. MARIE. P6C 1W4
 705-949-4515
 (Algoma)

P.O. Box 520,
 Hollinger Lane,
 SCHUMACHER. P0N 1G0
 705-264-2234
 (Cochrane)

1353 Gorman Street,
 NORTH BAY. P1D 2Y3
 705-476-2260
 (North Bay)

20 Alberta Street,
 P.O. Box 3020
 THUNDER BAY. P7B 5G5
 705-475-1285
 (Northwest)

720 Robertson Street,
 P.O. Box 516,
 KENORA. P9N 3X5
 807-468-7002
 (Kenora)

MINISTRY OF HEALTH
Ontario Health Insurance Plan

Regional Offices

25 Main St. W.,
 HAMILTON. L8P 4P9
 416-528-3481

Regional Offices

1055 Princess St.,
 KINGSTON. K7L 5A9
 613-546-3811

Regional Offices

227 Queen's Ave.,
LONDON. N6A 1J8
519-433-4561

55 City Centre Drive,
MISSISSAUGA. L5B 1M3
416-275-2730

44 Bond St. W.,
OSHAWA. L1G 1A4
416-576-2870

75 Albert St.,
OTTAWA. K1P 5Y9
613-237-9100

Regional Offices

295 Bond St.,
SUDBURY. P3B 2J8
705-675-9111

2195 Yonge St.,
TORONTO. M5W 1G9
416-482-1111

435 James St. S.,
THUNDER BAY. P7C 5G6
807-475-1431

1427 Ouellette Ave.,
WINDSOR. N8X 1K1
519-258-7560

Nursing Home Inspection Service**Regional Offices**

227 Queen's Ave.,
LONDON.
519-432-1866

2427 Holly Lane,
OTTAWA.
613-731-7876

Regional Offices

6th Flr., 880 Bay St.,
TORONTO.
416-965-4690

Regional Public Health Laboratories

P.O. Box 2100,
HAMILTON. L8N 3R5
416-385-5379

P.O. Box 240,
KINGSTON. K7L 4V8
613-546-2686

P.O. Box 5704, Terminal A,
LONDON. N6A 4L6
519-455-9310

P.O. Box 600,
ORILLIA. L3V 6K5
705-325-7449

P.O. Box 6301, Stn. J,
OTTAWA. K2A 1S8
613-828-2442

P.O. Box 700,
PALMERSTON. N0G 2P0
519-343-2015, Ext. 235

P.O. Box 265,
PETERBOROUGH. K9J 6Y8
705-743-6811

P.O. Box 220,
SAULT STE. MARIE. P6A 5L6
705-254-7021

1300 Paris Crescent,
SUDBURY. P3E 3A3
705-522-2640

P.O. Box 1100, Stn. F,
THUNDER BAY. P7C 4X9
807-622-6449

206 5th Ave.,
TIMMINS. P4N 5L3
705-264-8771

P.O. Box 1616,
WINDSOR. N9A 6S2
519-969-4341

**Psychiatric Hospitals Branch & Homes
for Special Care Program**

Brockville Psychiatric Hospital
P.O. Box 1050,
BROCKVILLE. K6V 5W7
613-345-1461

Hamilton Psychiatric Hospital
Box 585,
HAMILTON. L9C 3N6
416-388-2511

Kingston Psychiatric Hospital
Box 603, KINGSTON. K7L 4X3
613-546-1101, Ext. 210

London Psychiatric Hospital,
850 Highbury Ave.,
Box 2532, Terminal A,
LONDON. N6A 4H1
519-455-5110

North Bay Psychiatric Hospital
Box 3010
NORTH BAY. P1B 8L1
705-474-1200

Dr. Mackinnon Phillips Hospital
Box 600, OWEN SOUND. N4K 5R3
519-376-6130

Mental Health Centre,
P.O. Box 698,
PENETANGUISHINE.
705-549-7431

Thistletown Regional Centre
for Children and Adults,
11 Farr Ave.,
REXDALE. M9V 2A5
416-741-1210

St. Thomas Psychiatric Hospital
Box 2004
ST. THOMAS. N5P 3V9
519-631-8150

Lakehead Psychiatric Hospital
P.O. Box 930
THUNDER BAY. P7B 5G4
807-344-3571

Lakeshore Psychiatric Hospital
3131 Lakeshore Blvd. W.,
TORONTO. M8V 1K9
416-259-8291

Queen St. Mental Health Centre,
999 Queen St. W.,
TORONTO. M6J 1H4
416-533-8501

Whitby Psychiatric Hospital,
P.O. Box 613,
WHITBY. L1N 5S9
416-668-5881

Northern Ontario Public Health Services

P.O. Box 57,
MOOSONEE.
705-336-2294

Northgate Plaza, 2nd Flr.,
P.O. Box 272,
NORTH BAY.
705-472-3720

75 Elgin St.,
P.O. Box 121,
SAULT STE. MARIE.
705-256-2224

174 Larch St.,
P.O. Box 1231,
SUDBURY.
705-674-3151, Ext. 262

435 James St. S.,
Box 5000, Postal Stn. F,
THUNDER BAY.
807-475-1341

217 Algonquin Blvd. E.,
P.O. Box 491,
TIMMINS.
705-264-4763

Ambulance Services Branch

Regional Offices

London Psychiatric Hospital
850 Highbury Ave.,
Box 2532,
LONDON. N6A 4H1
519-455-5110, Ext. 296
(South Western Ontario)

Chedoke Hospital
P.O. Box 590,
HAMILTON. L8N 3L6
416-389-2273
(Central Western Ontario)
7 Overlea Blvd., 7th Floor,
TORONTO. M4H 1A8
416-965-8034
(Central Ontario)

Regional Offices

1017 Merivale Rd.
OTTAWA. K1Z 6A6
613-725-2081
(Eastern Ontario)

Sudbury General Hospital
700 Paris Street,
SUDBURY. P3E 3B5
705-674-6693
(North Eastern Ontario)

Lakehead Psychiatric Hospital
580 N. Algoma St.,
P.O. Box 2930, Unit "C",
THUNDER BAY T.
807-344-3571

MINISTRY OF HOUSING

Ontario Housing Corporation (OHC) Branch Offices

Northern Ontario
707 Lorne St.,
SUDBURY. P3C 4R9
705-675-8351

Eastern Ontario
1 Nicholas St., 11th Flr.,
OTTAWA. K1N 7B7
613-237-0612

Central Ontario
47 Sheppard Ave. E. 5th Flr.
WILLOWDALE. M2N 5X5
416-226-9150

Northwestern Ontario
435 James St. S., P.O. Box 5000,
THUNDER BAY. P7C 5G6
807-475-1465

Southern Ontario
55 Hess St. S., Penthouse,
HAMILTON. L8P 4R8
416-527-9216

Southwestern Ontario
80 Dundas W.,
LONDON. N6A 2P3
519-679-7110

Ontario Housing Action Program (OHAP) Field Offices

Durham Region:

50 Centre St., 5th Flr.,
OSHAWA. L1H 3Z7
416-728-6261

Haldimand-Norfolk,
Sault Ste. Marie,
Thunder Bay

County Administrative Bldg.,
SIMCOE.
519-426-1536

Halton & Peel
York

7784 Martingrove Rd., Suite 2
WOODBRIDGE.
416-851-2837

Hamilton-Wentworth

143 James St. S.,
 Suite 425,
 HAMILTON. L8P 3A1
 416-522-0147

Metro Toronto,
 Sarnia

101 Bloor St. W., 5th Flr.,
 TORONTO. M7A 2M6
 965-3173

Ottawa-Carleton

Capitol Square Bldg., 3rd Flr.,
 222 Queen St.,
 OTTAWA. K1P 5V9
 613-563-2776

Community Planning Advisory Branch Regional Offices

Central Region
 47 Sheppard Ave. E.,
 WILLOWDALE. M2N 2Z8
 416-226-1851

North West Region
 435 James St. S.,
 THUNDER BAY. P7C 5G6
 807-475-1651

South East Region
 3rd Flr., 244 Rideau St.,
 OTTAWA. K1N 5Y3
 613-233-9301

South Western Region
 495 Richmond St.,
 LONDON. M6A 5A9
 519-673-1611

North East Region
 758 La Salle Blvd. W.,
 SUDBURY. P3A 4V4
 705-560-0120

MINISTRY OF INDUSTRY & TOURISM Small Business – Operations Division

Area & Field Offices

Central East (Area Office:
 WILLOWDALE)

Suite 480, 5 Fairview Mall Dr.,
 WILLOWDALE. M2J 2Z1
 416-491-7680

2nd Flr., Sterling Trust Bldg.,
 73 Mississaga St. E.,
 P.O. Box 488,
 ORILLIA. L3V 6K2
 705-325-1363

139 George St. N.,
 PETERBOROUGH. K9J 3G6
 705-742-3459

Area & Field Offices

Central West (Area Office:
 KITCHENER)

305 King St. W.,
 KITCHENER. N2G 1B9
 519-744-6391

Garden City Skyway, R.R. 4,
 P.O. Box 3024,
 ST. CATHARINES. L2R 7E6
 416-684-2345

Southwestern (Area Office:
 LONDON)

195 Dufferin St., Suite 607
 LONDON. N6A 1K7
 519-433-8105

Area & Field Offices

1131 Second Ave. E.,
Suite 104, Box 485,
OWEN SOUND. N4K 5P7
519-376-3875

875 Ouellette Ave., Suite 303
WINDSOR. N9A 4J6
519-252-3475

Eastern (Area Office: OTTAWA)

220 Laurier Ave., 9th Flr.,
OTTAWA. K1P 5Z9
613-237-6280

143 Parkdale Ave.,
BROCKVILLE. K6V 5V1
613-342-5522

797 Princess St.,
KINGSTON. K7L 1G1
613-546-0174

Area & Field Offices**Northeastern (Area Office:
SUDBURY)**

767 Barrydowne Rd.,
SUDBURY. P3Z 3T6
705-560-1330

120 Huron St., Box 1196,
SAULT STE. MARIE. P6A 5N7
705-253-1103

273 Third Ave., Suite 200
TIMMINS. P4N 1E2
705-264-5393

**NORTHWESTERN (Area Office:
THUNDER BAY)**

435 James St. S., 3rd Flr.,
THUNDER BAY. P7E 6E3
807-475-1325

**Tourism Operations Branch
(Tourism Industry Consultants)****Regional Offices**

116 John St. N. Box 308
ARNPRIOR. K7S 3H6
613-623-3153

Box 350,
BARRIE. L4M 4T5
705-726-0932

143 Parkdale Ave.,
BROCKVILLE. K6V 6B2
613-342-5522

*903 Brookdale Ave.,
CORNWALL. K6J 4P3
613-933-2420

283 Church St.
FORT FRANCES. P9A 3N1
807-274-3250

15 Main St. E.,
HUNTSVILLE. P0A 1K0
705-789-4448

808 Robertson Street,
Box 5140,
KENORA. P9N 3X9
807-468-6481

Regional Offices

797 Princess St.,
KINGSTON. K7L 1G1
613-546-0174

305 King St. W.,
KITCHENER. N2G 1B9
519-744-6391

*Landsdowne (Hill Island)
LANSDOWNE. K0E 1L0
613-659-2108

195 Dufferin St. Suite 607
LONDON. N6A 1K7
519-433-8105

*5629 Falls Avenue
NIAGARA FALLS. L2E 3P7
416-358-3761

Northgate Plaza,
1500 Fisher St.,
NORTH BAY. P1B 2H3
705-472-9660

73 Mississaga St. E.,
Box 488, 2nd Floor,
ORILLIA. L3V 6K2
705-325-1363

Regional Offices

220 Laurier Ave.,
OTTAWA. K1P 5G8
613-237-6280

1131 Second Ave. E.
Box 485, Suite 104
OWEN SOUND. N4K 5P7
519-376-3875

139 George St. N.,
PETERBOROUGH. K9J 3G6
705-742-3459

*Box 151
Blue Water Bridge,
SARNIA. N7T 7H9
519-344-7403

Box 3024
Garden City Skyway,
ST. CATHARINES. L2R 7E6
416-684-2345

Box 1196,
120 Huron St.
SAULT STE. MARIE. P6A 5N9
705-253-1103

Regional Offices

767 Barrydowne Rd.
SUDBURY. P3A 3T6
705-560-1330

Box 5000, 3rd Floor,
435 James St. S.
THUNDER BAY. P7C 5E6
807-475-1325

273 Third Ave. Suite 200
TIMMINS. P4N 1E2
705-264-5393

Metro Toronto
5 Fairview Mall Drive, Suite 480
WILLOWDALE. M2J 2Z1
416-491-7680

875 Ouellette Ave. Suite 303,
WINDSOR. N9A 4J6
519-252-3475

*110 Park St. E.,
WINDSOR. N9A 3A9
519-252-8368

*Travel Counsellors

The Development Corporations**Main Office**

ONTARIO DEVELOPMENT
CORPORATION
Mowat Block, Queen's Park
4th Floor,
TORONTO. M7A 1T5
416-965-4622

NORTHERN ONTARIO
DEVELOPMENT CORP.
Ont. Gov't. Bldg.,
435 James St. S.,
THUNDER BAY. P7E 6E3
807-476-1671

EASTERN ONTARIO
DEVELOPMENT CORP.
Suite 900, 220 Laurier Ave. W.,
OTTAWA. K1P 5J8
613-237-6299

Regional Offices

Sterling Trust Bldg., P.O. Box 746,
73 Mississaga St. E.,
ORILLIA. L3V 1V4
705-325-5553

195 Dufferin St., 6th Flr.,
LONDON. N6A 1K7
519-433-2871

767 Barrydowne Rd.,
SUDBURY. P3A 3T6
705-560-1422

Patricia Block
273 Third Ave.
TIMMINS. P4N 1E2
705-264-1323

797 Princess St.,
KINGSTON. K7L 1G1
613-546-3101

MINISTRY OF LABOUR

District Office	Branches & Telephone No.
1 West Ave., South HAMILTON. L8N 2R9	Occupational Safety, Ont. Human Rights Comm. 416-527-2941 Employment Standards 416-527-4501
808 Robertson St., KENORA.	Admin. Operations & Ont. Human Rights Comm. 807-468-3128
1055 Princess St., KINGSTON. K7L 1H3	Admin. Operations, Occupational Safety 613-542-2853
824 King St. W., KITCHENER. N2G 1G1	Admin. Operations 519-744-7308 Occupational Safety, Human Rights Comm. & Employment Standards 519-744-5211
560 Wellington St., LONDON.	Admin. Operations, Occupational Safety 519-438-5143 Employment Standards 519-438-7291 Ont. Human Rights Comm. 519-438-6141
2197 Riverside Drive, OTTAWA.	Admin. Operations, Occupational Safety 613-731-2556 Employment Standards 613-731-7200 Ont. Human Rights Comm. 613-731-2415
267 Stewart St., PETERBOROUGH.	Ont. Human Rights Comm. 705-743-0361
125 Brock St., SAULT STE. MARIE.	Admin. Operations, & Occ. Safety Ont. Human Rights Comm. 705-949-3331
1538 Lasalle Blvd. SUDBURY.	Admin. Operations, Occupational Safety Employment Standards & Ont. Human Rights Comm. 705-566-3071

District Office

435 James St. S.,
THUNDER BAY.

Branch & Telephone No.

Admin. Operations,
Occupational
Safety
Employment Standards 807-475-1691
Ont. Human Rights
Comm. 807-475-1693

500 Ouellette Ave.,
WINDSOR.

Admin. Operations,
Occupational
Safety 519-256-8278
Ont. Human Rights
Comm. 519-256-3611

Workmen's Compensation Board**Area Offices**

350 Spark St., Rm. 206,
OTTAWA. K1R 7S8
613-238-7851

153 Frederick St.,
KITCHENER. N2H 2M2
519-576-4130

100 Main St. E., Rm. 4103
HAMILTON. L8N 3W6
416-523-1800

496 Richmond St.,
LONDON. N6A 5A9
519-433-2331

INFORMATION SERVICE OFFICE:
273 3rd Ave., Box 1142
TIMMINS. P4N 7H9
705-267-6427

Area Offices

787 Ouellette Ave.
WINDSOR. N9A 4J4
519-256-3461

189 Wyld St.
P.O. Box 3190
NORTH BAY. P1B 4V8
705-472-5200

224 Elm St. W.
SUDBURY. P3C 1V3
705-673-6701

Rm. 101, West Arthur Place.
1265 Arthur St. E.
THUNDER BAY F. P7E 6E7
807-623-4545

MINISTRY OF NATURAL RESOURCES**Regional & District Offices**

Box 640,
DRYDEN. P8N 2Z3
807-223-3341

Regional & District Offices

Northwestern Region
808 Robertson St.,
Box 5160, KENORA. P9N 3X9
807-468-3111

922 Scott St.,
FORT FRANCES. P9A 1J4
807-274-5337

Regional & District Offices

Box 448,
IGNACE. P0T 1T0
807-934-2233

Box 5080,
KENORA. P9N 3X9
807-468-9841

108 Saturn Ave.
ATIKOKAN. P0T 1C0
807-597-2781

Box 670,
GERALDTON. P0T 1M0
807-854-1030

Box 970,
NIPIGON. P0T 2J0
807-887-2120

34 Birch St.,
CHAPLEAU. P0M 1K0
705-864-1710

2 Third Ave., Box 730,
COCHRANE. P0L 1C0
705-272-4365

GOGAMA. P0M 1W0
705-894-2000

Box 670, HEARST. P0L 1N0
705-362-4346

Regional & District Offices

Box 323,
RED LAKE. P0V 2M0
807-727-2531

Box 309,
SIOUX LOOKOUT. P0V 2T0
807-737-1140

North Central Region
435 James St. S., Box 5000,
THUNDER BAY F. P7C 5G6
807-475-1110

Box 280,
TERRACE BAY. P0T 2W0
807-825-3205

435 James St. S., Box 5000,
THUNDER BAY F. P7C 5G6
807-475-1471

200 Winnipeg St.,
WHITE RIVER. P0M 3G0
807-822-2250

Northern Region
140 Fourth Ave.,
Box 3000, COCHRANE. P0L 1C0
705-272-4287

Northern Region Sub-Office
60 Wilson St.,
TIMMINS. P4N 2S7
705-267-1401

6 Government Rd.,
KAPUSKASING. P5N 2W4
705-335-6191

Box 190, MOOSONEE. P0L 1Y0
705-335-6191

Box 129, SWASTIKA. P0K 1T0
(KIRKLAND LAKE DIST.)
705-642-3222

896 Riverside Dr.,
TIMMINS. P4N 3W2
705-264-1262

Northeastern Region
390 Bay St., Box 1900,
SAULT STE. MARIE. P6A 5N9
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 705-949-9461

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Fisheries Research Lake Superior &
 Geological Branch
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 705-942-1411, 942-1414

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 705-673-1111

Mines Engineering Br. &
 Geological Br.
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 705-566-2210 & 566-2580

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 705-356-2244

Box 1340,
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 705-869-1330

Box 3070,
 NORTH BAY. P1B 8K7
 705-474-5550

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 SAULT STE. MARIE. P6A 5L5
 705-949-1231

P.O. Box 3500,
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 SUDBURY. P3A 4S2
 705-522-7823

Box 38,
 TEMAGAMI. P0H 2H0
 705-569-3622

22 Mission Rd., Box 1160,
 WAWA. P0S 1K0
 705-856-2396

Algonquin Region
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 705-789-9611

Leslie M. Frost
 Natural Resources Centre
 DORSET. P0A 1E0
 705-766-2451

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Regional & District Offices

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613-332-3940

MINDEN K0M 2K0
705-286-1521

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705-746-2141

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P0A 1K0
705-789-4471

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613-933-1774

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613-259-2108

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705-324-6121

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 AYLMER. N5H 1S8
 519-773-9241

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 519-376-3860

645 Norfolk St. N.,
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 519-357-3131

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95 Parkdale Ave.,
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613-342-8242

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1729 Bank St.,
OTTAWA. K1G 3S5
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Renfrew
24 Pembroke St. W.,
PEMBROKE. K8A 5M3
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220 Laurier Ave. W.,
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Prince Edward
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TRENTON. K8V 5R9
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Haliburton-Peterborough-
Victoria
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 THUNDER BAY. P7C 4X9
 807-577-6451

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District 32
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 KITCHENER. K2M 1N2
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 NORTH BAY. P1B 8L2
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Area 61
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 807-577-5745

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 807-468-9715

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 P.O. Box 902
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 613-232-9446

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 1349 Lasalle Blvd.,
 SUDBURY. P3A 1Z2
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 P.O. Box 5000,
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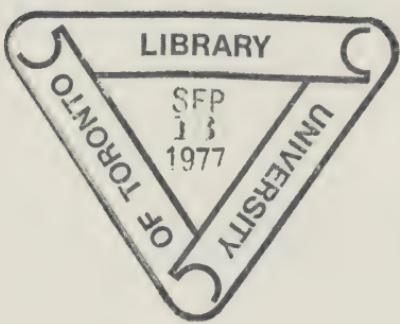
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